

NDSU Faculty Senate Agenda
Sept 11, 2017
Prairie Rose Room, Memorial Union

- I. Call to order
- II. Attendance/substitutions
- III. Adoption of agenda
- IV. Approval of previous meeting minutes from May 8, 2017 (**Attachment 1**)
- V. Announcements
 - a. Dean Bresciani, President
 - b. Beth Ingram, Provost
 - c. Stuart Haring, Faculty Senate President
 - d. Erin Gillam, Faculty Senate President-Elect
 - e. Jered Pigeon, Staff Senate President
 - f. Mason Wenzel and Katie Mastel, Student Body President and Vice President
- VI. Consent agenda
 - a. Update to UCC Addendum from May 2017 meeting (**Attachment 2**) with New Prefix: Graduate Business Concentration (GBC) removed
- VII. Committee and other reports
 - a. No committee reports for this meeting
 - b. Regular rotation of committee reports
- VIII. Unfinished Business
 - a. No unfinished business for this meeting
- IX. New Business

- a. Planning and prioritization for the academic year and beyond in preparation for further discussion at the October Faculty Senate meeting

X. Adjourn

Faculty Senate Minutes

Fargo, ND 58108

North Dakota State University

May 8, 2017

I. Call to order – 3:01 pm

II. Attendance

Dr. K. Gordon presiding and the following senators present: E. Berry, A. Braaten, B. Braaten, J. Brekke, W. Christensen, M. Christenson, E. Conwell, D. Cooley, C. Cwiak, A. Flood, J. Frenzel, T. Greives, J. Hageman, S. Haring, R. Hearne, J. Johnson, J. M. Jones, B. Klamm, X. Li, K. Lyman, S. Markell, W. Olfert, T. Peters, S. Pryor, C. Ray, F. Salajan, S. Salem, M. Secor-Turner, M. Selekwa, S. Shaik, M. Strand, W. Sun, A. Ungar, M. Vosen Callens, A. Wagner, D. Wyum, M. Yang, and S. Zhong

Substitutions: Magdy Abdelrahman for E. Khan, Nick Bauroth for K. Nelson, Karla Haug for M. Smith, and Harlene Hatterman-Valenti for T. West.

III. Approval of agenda

MOTION (Haring/Christenson): to approve the agenda adding a UCC report as new business. MOTION CARRIED WITH UNANIMOUS CONSENT.

IV. Approval of previous meeting minutes from April 10, 2017

MOTION (Ray/Salajan): to approve minutes of the April 10, 2017 Faculty Senate meetings as distributed. MOTION CARRIED WITH UNANIMOUS CONSENT.

V. Consent agenda

a. Policy Updates (**attachment 1**)

133

134.2

Housekeeping changes only:

103

103.1

130

143

157

712

MOTION (Cooley/Peters): to approve the consent agenda. MOTION CARRIED WITH UNANIMOUS CONSENT.

VI. Announcements

a. Beth Ingram, Provost

- Presented plaque and gavel to Katie as the outgoing Faculty Senate President.
 - b. Katie Gordon, Faculty Senate President
 - CCF – electronic election was completed today. Alison Graham-Bertolini will take over for Gina Kelly.
 - Next week there will be a vote for 1 position on SCoFR.
 - The Crisis in Confidence statement has been endorsed by some NDUS institutions, Minot State University wrote a letter about their concerns, and others have or will consider it.
 - c. Stuart Haring, Faculty Senate President-Elect
 - Thanked Katie for her service this year.
 - d. Katie Mastel & Calla Harper, Student Government Representatives
 - New leadership in Student Senate - Katie Mastel, President and Calla Harper, Vice Chair.
 - Students no longer need to bring their own Scantron forms to class, they will be provided.
 - Environmental Sustainability Committee has been removed from the Code due to lack of interest.
- VII. Senate Committee Reports
- a. Budget Committee – Tom Dowdell
 - Looking behind: Committee has had no impact on how NDSU has dealt with the cuts. Looking ahead: How can faculty provide input on the budget? Committee members have increased knowledge on the committee process.
 - b. Council of College Faculties – Birgit Pruess
 - CCF tabled the Crisis in Confidence Resolution
 - New president for this committee is from Dickinson.
 - c. University Curriculum Committee – Susan Ray-Degges, chair (**attachment 2**)
 - Reviewed report (see attachment from committee)
 - Is the anticipated “hours per week” for committee members expected to change next year due to the learning curve there was this year?
 - It is hopeful, but it will depend on the number of courses being submitted for approval and how many need to be validated or re-validated.

MOTION (Cooley/Strand): to approve all items in the UCC report, addendum and under New Business. MOTION PASSED WITH VOTE OF 40-0-1. The following senator(s) or their substitutes voted aye: E. Berry, A. Braaten, B. Braaten, J. Brekke, W. Christensen, M. Christenson, E. Conwell, D. Cooley, C. Cwiak, A. Flood, J. Frenzel, T. Greives, S. Haring, R. Hearne, J. Johnson, J. M. Jones, E. Khan, B. Klamm, X. Li, K. Lyman, S. Markell, K. Nelson, W. Olfert, T. Peters, S. Pryor, C. Ray, F. Salajan, S. Salem, M. Secor-Turner, S. Shaik, M. Smith, M. Strand, W. Sun, A. Ungar, M. Vosen Callens, A. Wagner, T. West, D. Wyum, M. Yang, and S. Zhong; the following senator(s) abstained: J. Hageman

- VIII. Unfinished Business
- a. Policy 161- Noah Fischer, Human Resources (**attachment 3**)

MOTION (Cooley/Hatterman-Valenti for West): to approve Policy 161.
 MOTION PASSED WITH VOTE OF 40-1-0. The following senator(s) or their substitutes voted aye: E. Berry, A. Braaten, B. Braaten, J. Brekke, W. Christensen, M. Christenson, E. Conwell, D. Cooley, C. Cwiak, A. Flood, J. Frenzel, T. Greives, S. Haring, R. Hearne, J. Johnson, J. M. Jones, E. Khan, B. Klamm, X. Li, K. Lyman, S. Markell, K. Nelson, W. Olfert, T. Peters, S. Pryor, C. Ray, F. Salajan, S. Salem, M. Secor-Turner, S. Shaik, M. Smith, M. Strand, W. Sun, A. Ungar, M. Vosen Callens, A. Wagner, T. West, D. Wyum, M. Yang, and S. Zhong; the following senator(s) or their substitutes voted nay: J. Hageman.

IX. New Business

- a. UCC addendum and report (**attachment 4**)
- b. Election of Faculty Senate President-Elect
 - i. Erin Gillam, nominated by Warren Christensen (**attachment 5**)
 - ii. Florin Salajan, nominated by Dennis Cooley (**attachment 6**)

Gordon asked if there were any additional nominations from the floor. After hearing none, she asked Senators to vote for their preferred President-Elect candidate. Erin Gillam was elected as 2017-18 Faculty Senate President-Elect with a vote of 24-16-1. The following senator(s) or their substitutes voted for Gillam: E. Berry, B. Braaten, W. Christensen, M. Christenson, E. Conwell, T. Greives, J. Hageman, S. Haring, J. Johnson, J. M. Jones, B. Klamm, X. Li, S. Markell, T. Peters, S. Pryor, S. Salem, M. Secor-Turner, M. Smith, W. Sun, A. Ungar, A. Wagner, D. Wyum, M. Yang, and S. Zhong; the following senator(s) or their substitutes voted for Salajan: A. Braaten, J. Brekke, D. Cooley, C. Cwiak, A. Flood, J. Frenzel, R. Hearne, K. Lyman, K. Nelson, W. Olfert, C. Ray, F. Salajan, S. Shaik, M. Strand, M. Vosen Callens, and T. West; the following senator(s) or their substitutes abstained: E. Khan.

- c. Student Senate Resolution – Calla Harper (**attachment 7**)
 - This is regarding the online access codes that students are required to purchase for certain courses. They sent a survey out to students and 92.1% of those who responded did not favor the external assessment programs that some faculty are using.
 - This resolution is just asking that faculty please take into consideration that students feel Blackboard is a tool that can accomplish the same things as these external programs and students are already paying for Blackboard and do not want to pay for unnecessary programs.
- d. Legislative Issues Faculty Senate Committee
 - Support a call for nominations for committee members from Senate members representing the different colleges.
 - When should this committee be filled by?
 - Should be fully populated by the Fall.
 - Could put a call out for committee members for senate volunteers and then if any colleges aren't represented, the college can be contacted for them to find a representative.
 - Katie will work on this.

- e. Resolution to Support Gender Diversity on Campus – Equity & Diversity Committee (**attachment 8**) – M. Secor-Turner presented the resolution
- Some faculty discussed a preference for removing the last resolved section.

MOTION (Christensen/Christenson): to support resolution as written.

Amendment (Hearne/Markell): to add ‘U.S.’ before the words Justice and Education.

Amendment (Olfert/Hearne): to add ‘Federal’ before Justice. MOTION PASSED WITH VOTE OF 35-3-3. The following senator(s) or their substitutes voted aye: E. Berry, A. Braaten, B. Braaten, J. Brekke, W. Christensen, M. Christenson, E. Conwell, D. Cooley, C. Cwiak, A. Flood, J. Frenzel, T. Greives, J. Hageman, R. Hearne, J. Johnson, J. M. Jones, B. Klamm, X. Li, S. Markell, K. Nelson, W. Olfert, T. Peters, S. Pryor, C. Ray, F. Salajan, M. Secor-Turner, S. Shaik, M. Smith, M. Strand, W. Sun, A. Ungar, M. Vosen Callens, A. Wagner, T. West, and D. Wyum; the following senator(s) or their substitutes voted nay: S. Salem, M. Yang, and S. Zhong; the following senator(s) or their substitutes abstained: S. Haring E. Khan, and K. Lyman.

MOTION (Salajan/Cooley): to change “opposes” to “disagree with” in the 3rd resolve. MOTION PASSED WITH VOTE OF 21-13-7. The following senator(s) or their substitutes voted aye: A. Braaten, B. Braaten, E. Conwell, D. Cooley, C. Cwiak, A. Flood, J. Frenzel, R. Hearne, J. Johnson, J. M. Jones, B. Klamm, X. Li, W. Olfert, C. Ray, F. Salajan, M. Strand, W. Sun, M. Vosen Callens, T. West, M. Yang, and S. Zhong; the following senator(s) or their substitutes voted nay: E. Berry, J. Brekke, W. Christensen, M. Christenson, S. Markell, K. Nelson, T. Peters, S. Pryor, S. Salem, M. Secor-Turner, M. Smith, A. Ungar, and A. Wagner; the following senator(s) or their substitutes abstained: T. Greives, J. Hageman, S. Haring, E. Khan, K. Lyman, S. Shaik, and D. Wyum.

MOTION (Christensen/Christenson): to approve the original motion with the voted on and approved amendments. MOTION PASSED WITH VOTE OF 32-3-6. The following senator(s) or their substitutes voted aye: E. Berry, A. Braaten, B. Braaten, J. Brekke, W. Christensen, M. Christenson, E. Conwell, D. Cooley, C. Cwiak, J. Frenzel, T. Greives, J. Hageman, R. Hearne, J. Johnson, J. M. Jones, B. Klamm, X. Li, S. Markell, K. Nelson, W. Olfert, S. Pryor, C. Ray, F. Salajan, M. Secor-Turner, S. Shaik, M. Smith, W. Sun, A. Ungar, M. Vosen Callens, A. Wagner, D. Wyum, and M. Yang; the following senator(s) or their substitutes voted nay: A. Flood, M. Strand and S. Zhong; the following senator(s) or their substitutes abstained: S. Haring, E. Khan, K. Lyman, T. Peters, S. Salem, and T. West.

- f. Proposed revision to 352 from the Faculty Affairs Committee (**attachment 9**)
NOTE: This is for feedback only. There will not be a vote on it.

- Senators asked questions about the background and there were some expressions for support in the committee pursuing this potential policy change further.

g. Passing of the Gavel

- Gordon passed the gavel to Haring.

X. Adjourn

MOTION (Hatterman-Valenti for T.West/Johnson): to adjourn meeting. MOTION CARRIED WITH UNANIMOUS CONSENT.

Meeting adjourned at 4:22 pm.

Submitted by,
K. Hoyt
Faculty Senate Secretary

Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in **red**, including the header, must be completed; if not, it will be sent back to you for completion.



If the changes you are requesting include housekeeping, please submit those changes to nds.policy.manual@nds.edu first so that a clean policy can be presented to the committees.

SECTION: **133 Educational Policy**

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
 - Is this a federal or state mandate? ☐ Yes ☐ No
 - Describe change: The changes clarify and further align with SBHE Policy 820 which was amended on May 1, 2016 and with NDUS Procedure 820.1 which was amended on May 1, 2016.
2. This policy change was originated by (individual, office or committee/organization):
 - Office/Department/Name and the date submitted:
 - Karin Hegstad – Customer Account Services
 - Colette Erickson – Human Resources and Payroll
 - Email address of the person who should be contacted with revisions:
 - Karin.Hegstad@nds.edu, Colette.Erickson@nds.edu

This portion will be completed by Mary Asheim.

Note: Items routed as information by SCC will have date that policy was routed listed below.

3. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee: 4/10/17

Faculty Senate:

Staff Senate:

Student Government:

President's Cabinet:

The formatting of this policy will be updated on the website once the content has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to nds.policy.manual@nds.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

North Dakota State University

Policy Manual

SECTION 133

EDUCATIONAL POLICY

SOURCE: SBHE Staff Human Resources Policy Manual
SBHE Policy Manual, Section 820.243

The North Dakota State Board of Higher Education encourages ~~its~~ the employees within the North Dakota University System to pursue a program of continuing education.

1. For courses taken at the request of the employee, institutions shall waive or provide tuition assistance for benefited employees, limited to three approved for-credit undergraduate or graduate courses during each calendar year, in any combination of subsections 1 and 2 as follows:
 - 1.1 For courses taken at the campus of employee-employment regardless of delivery type: 100% tuition and fee waiver is provided, with the exception of the CND, NDSA, program and course fees which shall be paid by the employee.
 - 1.2 For courses taken at another NDUS campus, other than the campus of employment, regardless of delivery type: a system-wide fixed 50% employer paid tuition assistance, with the- employee paying the remaining 50% of tuition and 100% of all fees.
2. This educational benefit is available to benefited employees as defined in SBHE Policy 703.2. Employees who are eligible for this educational benefit are not eligible for the graduate assistant tuition waiver ~~absent exceptional circumstances.~~
3. Employees may be released from work for one face-to-face regular class sessions for one academic class per semester with approval of the employee's immediate supervisor and/or department head. Approval may be granted if it does not interfere with completion of the employee's essential job duties and the essential work of the institution.
4. ~~This policy is applicable to any degree eligible and remedial courses, regardless of delivery or instruction mode system, for NDSU employees only. This includes, but is not limited to, self support and online courses, that would be normally accepted toward a degree program. For these types of courses, the policy does not apply to employees of other institutions or of the university system.~~
 - 4.1 ~~Waivers cannot be used for third party provided curriculum where NDSU directly pays full or partial tuition collected to the third party sponsored, grant funded, consortium programs such as the Great Plains IDEA consortium, study abroad, study tour, or remedial professional development courses which do not result in the award of college credit.~~
5. Release time may be granted only for the amount of time required to attend the regular class session. Field trips and outside class activities are not included.
6. ~~The waiver-tuition assistance benefit is applicable to all North Dakota University System institutions of higher education, and~~

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Attachment 1

~~6.7.~~ The waiver benefit is available to NDSU employees taking classes through the Tri-College University Course Exchange. Classes taken through the Tri-College University Course Exchange by employees of other ND University System institutions are available for the 50% tuition assistance benefit paid by the employee's institution to NDSU, subject to approval by the employee's institution.

~~7.8.~~ Regular employees, who are not North Dakota residents, may receive a waiver from the non-resident portion of tuition requirements for courses beyond the three classes per calendar year. All benefited employees are eligible for the North Dakota Resident tuition rate, regardless of receiving the waiver or tuition assistance benefit. It is the employee's responsibility to ensure ND resident tuition rates are assessed.

~~8.9.~~ Procedure:

~~9.1.~~ The employee must obtain initial approval for this educational benefit from his/her immediate supervisor and/or department head. -and final approval from- After the initial approval is obtained, the Human Resources and Payroll Office will review to ensure the employee is eligible as a benefitted employee. The Customer Account Services office will review the educational benefit for course and waiver exclusions, and will process the tuition waiver or tuition assistance benefit.

~~8.9.1.1~~ To obtain a tuition waiver or tuition assistance benefit, employees must complete the standard "NDUS Employee Tuition Waiver or Assistance" form which is available in the Human Resources and Payroll Office.

~~8.9.1.2~~ The request for a tuition waiver or tuition assistance must be submitted and approved prior to the beginning of the class for which the waiver benefit is requested.

~~8.9.1.3~~ No employee who has an overdue accounts receivable balance with the University may receive a tuition waiver or tuition assistance.

~~9.1.4~~ The benefit will be considered used if the employee is enrolled in the course past the 100% drop date. If the employee does not remain enrolled in the course past the 100% drop date and wishes to use the benefit towards a new class, it is the employee's responsibility to notify the Human Resources and Payroll office.

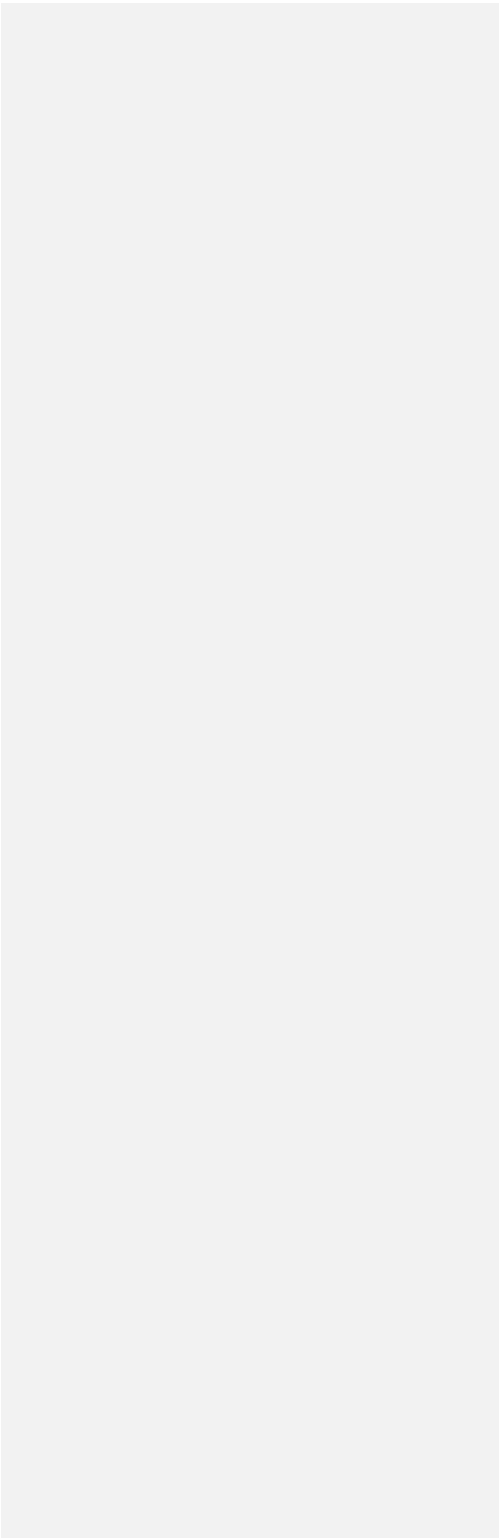
~~8.9.2~~ Upon approval, eEmployees are responsible for registering for classes through regular admission/registration procedures.

HISTORY:

New	July 1990
Amended	April 1991
Amended	November 1992
Amended	January 1994
Amended	January 1996
Amended	February 1996
Amended	August 1997
Amended	February 1998
Amended	August 1999
Amended	October 2000
Amended	April 2002
Amended	May 2003

Attachment 1

Amended	February 2006
Amended	February 2009
Amended	October 18, 2010
Housekeeping	January 2011
Housekeeping	November 8, 2011
Amended	October 19, 2015



Policy Change Cover Sheet

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SECTION:

134.2 NDSU Lactation Policy

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
 - Is this a federal or state mandate? Yes
 - Describe change: This is a new policy, related to all employees at NDSU, establishing family-friendly workplace guidelines in support of new mothers who wish to express breast milk during work hours. The policy is based on federal requirements; the Patient Protection and Affordable Care Act (PPACA) Section 4207 amended the Fair Labor Standards Act, Section 7.
 - Version 2 changes include:
 - o Opening paragraphs stating NDSU commitment to, and benefits of, family-friendly policies like 134.2
 - o Opening paragraphs outlining expectation that employee will request flexibility in time from supervisor
 - o Opening paragraphs outlining expectation that supervisor will work with employee
 - o Added language about "breastfeeding and expressing breast milk" throughout policy
 - o 1.1 – added "at least" to the previous one year guideline
 - o 1.1.1 – added "shall be reviewed" by supervisor
 - o 1.3 – added "or near" regarding lactation space locations
 - o 2.1 – added language regarding need for supervisor flexibility with non-exempt employees in terms of break times for breastfeeding/expressing breast milk, especially due to travel time frequently required for employee to reach designated lactation rooms.
2. This policy change was originated by (individual, office or committee/organization):
 - Human Resources/Payroll and Equity Office 2/21/2017
 - Kara.Gravley-Stack@nds.edu

This portion will be completed by Mary Asheim.

Note: Items routed as information by SCC will have date that policy was routed listed below.

3. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee: 4/10/17

Faculty Senate:

Staff Senate:

Student Government:

President's Cabinet:

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North Dakota State University Policy Manual

SECTION 134.2 LACTATION POLICY

SOURCE: NDSU President

As part of our family-friendly policies and benefits, NDSU supports breastfeeding ~~mothers-employees~~ by accommodating the ~~mother-employee~~ who wishes to breastfeed or express breast milk during ~~her~~ the workday. when separated from her child. NDSU recognizes that supportive breastfeeding policies and practices in the workplace not only benefit the employee but also benefit the child and the employer. Employer benefits include greater workplace productivity, increased organizational loyalty, and increased job satisfaction. Breastfeeding employees experience higher productivity, fewer distractions, lower absenteeism to care for an ill child, and a lower risk of developing breast and ovarian cancer or diabetes. Babies experience immediate and long-term benefits from breastfeeding including better immune system development and tend to have fewer and less severe short-term illnesses and chronic illnesses.

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Any employee who wishes to breastfeed or express breast milk in the workplace shall notify the supervisor and discuss any relevant workload or scheduling issues.

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Commented [KG2]: Adapted from DePauw University policy

4. Supervisors are encouraged to work with their employees and within policy requirements to accommodate an employee who wishes to breastfeed or express breast milk.

Commented [KG3]: Adapted from UND policy

2.1. NDSU shall provide:

2.1.1 Flexible work scheduling, including scheduling breaks and permitting work patterns that provide time for breastfeeding or expressing ~~on of~~ breast milk for at least one year after child's birth;

2.1.1.1.1 After one year of child's birth, continued breaks and work patterns to accommodate breastfeeding or expressing ~~on of~~ breast milk ~~may shall~~ be reviewed and agreed upon with employee's supervisor;

2.1.2 A convenient, sanitary, safe, and private location, other than a restroom, allowing privacy for breastfeeding or expressing breast milk;

2.1.3 A convenient, clean, and safe water source with facilities for washing hands and rinsing breast-pumping equipment located in or near the private location.

2. NDSU shall not be required to compensate an employee receiving reasonable break time for any work spent breastfeeding or expressing breast milk. for such purpose.

2.1 Travel time to a lactation room must be considered and may extend the reasonable break time. Supervisors may permit extensions for reasonable break time with options that may include alternate start/stop times to the workday, rearranging break periods, and flexible scheduling. For non-exempt employees, supervisors will need to allow flexibility for employees to be able to earn all paid hours.

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Attachment 1

NDSU has the following lactation rooms and support resources available for nursing mothers:
<https://www.ndsu.edu/equity/pregnancy/>

HISTORY:

New _____, 2017

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SECTION: Policy 103 Equal Opportunity/Affirmative Action Policy on the Announcement of Position Openings

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
 - Is this a federal or state mandate? ☐ Yes ☒ No
 - Describe change: Housekeeping changes as follows:
 - o Correct language from "lies" to "lie" (1.6.4)
 - o Change title from Vice Provost for Advancement to Faculty to Vice Provost for Faculty and Equity (2.2.4.4)
 - o Change title from Vice President for Equity, Diversity, and Global Outreach to Vice Provost for Faculty and Equity and from Vice President to Vice Provost (3)
 - o Fix formatting problems in line spacing
2. This policy change was originated by (individual, office or committee/organization):
 - Office/Department/Name and the date submitted – Provost Office/Kara Gravley-Stack/ 3/16/17
 - Email address of the person who should be contacted with revisions – Kara.Gravley-Stack@nds.edu

This portion will be completed by Mary Asheim.

Note: Items routed as information by SCC will have date that policy was routed listed below.

3. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee: 4/10/17

Faculty Senate:

Staff Senate:

Student Government:

President's Cabinet:

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North Dakota State University Policy Manual

SECTION 103

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY ON THE ANNOUNCEMENT OF POSITION OPENINGS

SOURCE: NDSU President

This policy addresses requirements and procedures for position openings. Regardless of the position announcement procedures that are followed, all employment decisions within the University are subject to equal opportunity laws and regulations and NDSU's Equal Opportunity and Non-Discrimination [Policy 100](#). For equal opportunity purposes, all appointments to payroll budget positions and equivalent positions supported by non-appropriated funds are subject to the search, recruiting, and hiring processes in Sections [202](#) and [304](#) of this manual.

Section 1 pertains to staff positions. Section 2 pertains to faculty and executive/administrative positions. Section 3 pertains to all positions.

STAFF

1. Staff (as defined in [NDSU Policy 101.1.1](#) generally referred to as "broadbanded employees" include those positions in the following job band: 1000, 3000, 4000, 5000, 6000, and 7000).
 - 1.1 If the appointment is to be .50 FTE or more and the expectation is that the appointee will serve for equal to or more than twenty weeks, the position shall be announced throughout the appropriate recruiting area as defined in Section [200](#) of this Manual.
 - 1.2 Generally speaking, the recruiting areas are as follows for staff positions:
 - 1.2.1 Administrative/managerial positions in the 1000 band: national.
 - 1.2.2 Professional positions in the 3000 band: regional.
 - 1.2.3 Technical/Paraprofessional (4000); Office Support (5000) Crafts/Trades (6000); and Services (7000): local (Fargo-Moorhead community and/or surrounding counties as applicable).
 - 1.3 When a benefitted staff position vacancy occurs and there is a pool of regular employees appropriately qualified for transfer or promotion (including former employees covered by Reduction in Force policy [Section 223](#)), a unit supervisor may choose to advertise a vacant position internally for a minimum of five working days prior to initiating an external search. The procedures, which involve utilizing the online application system for these internal searches, will be the same as those external searches as mentioned in subsection 1 (see Section [202](#)). The Human Resources/Payroll Office, in consultation with the unit supervisor, will be responsible to determine whether a pool of appropriately qualified employees exists.
 - 1.4 If the appointment is either less than .50 FTE or clearly stipulated to be for a total duration of less than twenty weeks (non-benefitted), no formal position announcement posting to the online employment application system is required. Unit supervisors are, however, encouraged to announce benefitted positions. The announcement may be distributed within

Attachment 1

the University to the eligible staff of the particular administrative unit involved. Affirmative action efforts must still be undertaken to ensure that qualified minority individuals, females, and individuals with disabilities are included in the applicant pool. Proof of affirmative action efforts will be required, such as documentation reflecting an open announcement to all eligible staff of an appropriate unit or adequate written documentation on why the candidate is being selected for the opportunity without an announcement to the appropriate unit. Distributing the position announcement to the other Tri-College University institutions or within the Fargo-Moorhead community is also encouraged.

- 1.5 Recruitment for all benefitted staff positions in the 1000 and 3000 bands shall include the use of a search committee of at least three people to be appointed by the unit administrator at the time the unit requests authorization to fill a position opening. Unit administrators are urged to consider the importance of diversity when making appointments to search committees.
 - 1.5.1 The search committee shall be involved in recruiting, screening, and interviewing applicants, with particular responsibility for affirmative action efforts to solicit and include applicants from underrepresented and protected groups. Selection from the group of finalists of the individual to fill the position is the responsibility of the unit administrator. A member of the Human Resources shall be considered an ex officio member of each search committee and will be available to assist the committee in fulfilling its responsibilities.
- 1.6. Although unit leaders are encouraged to post throughout the University any staff position that offers an important promotional opportunity to employees in other departments, the formal procedures for filling positions that involve utilizing the online application system for job announcements (see Sections [202](#) for broadbanded positions and [304](#) for non-banded) shall be optional in the following cases. (Whenever an appointment is based on one of the following options, the request to recruit must be completed online for benefitted positions and the specific option should be noted in the appropriate section of the online request to offer or on the NDSU [Change Form \(101\)](#) with relevant documentation attached.)
 - 1.6.1 Timeslip employment that is not identified as a payroll budget appointment.
 - 1.6.2 The transfer or promotion of an employee within a department or office, provided that the employee is fully qualified for the new position and was originally hired through a competitive search. This exception excludes faculty positions. This option is governed by [NDSU Policy 240](#) which provides procedures and the requirement of the hiring department to obtain permission from the Director of Human Resources/Payroll who will review for appropriateness of the promotion including equitable issues.
 - 1.6.3 When there is concurrence by the hiring department, reassignment due to:
 - 1.6.3.1 An injury resulting in worker's compensation award and subsequent retraining; or
 - 1.6.3.2 A reduction-in-force.
 - 1.6.4 When an employee, at time of hire or within two years of employment, has a spouse or partner who is fully qualified and interested in a university position. (Please note the responsibilities lie with the employed spouse/partner's unit supervisor to encourage the spouse/partner to locate positions that they feel they are fully qualified for and make an appointment with a staff member in Human Resources/Payroll Office and/or with the head/chair of the appropriate unit to review

Attachment 1

the spouse's/partner's education and experience. The hiring department will make the final hiring decision.

- 1.6.5 At the request of the appropriate supervisor, the reinstatement of a former NDSU employee who has left his/her employment within the previous nine (9) months, provided that:
 - 1.6.5.1 The employee had a satisfactory performance record; and
 - 1.6.5.2 The employee is returning to a position requiring similar qualifications and having similar responsibilities; and
 - 1.6.5.3 The position is within the department where he/she worked at the time of resignation.
- 1.6.6 The appointment of an employee to fill a vacant administrative position on an acting basis, normally for a period not to exceed one year, while a search is being conducted for a regular appointee.
- 1.6.7 With prior approval, the temporary appointment of a person to a grant-funded position when the individual has been instrumental in the development of the project or is identified by name in the proposal as having unique expertise necessary to the project. This temporary appointment may not be continued beyond the period of the grant project, and the individual may not be transferred to any other University appointment without an appropriate search.

Note: To use this option, proposal writers should indicate their intention on the transmittal form and provide a letter of explanation when the proposal is submitted to the Office of Sponsored Programs Administration. Those submitting proposals for internal funding that are not reviewed in Sponsored Programs Administration should contact the Office of the Provost prior to submitting the proposal.
- 1.6.8 An externally funded appointment as a broadbanded research professional in a department where the individual has just completed an NDSU graduate degree and the assignment involves continuation of the research used for the individual's thesis/dissertation. This appointment is limited to the period for which funding has been given and normally may not exceed two years.

Faculty and Executive/Administrative Staff

2. Executive/Administrative (primarily in 0000 job bands) and benefitted Academic Staff (in 2000 band – bands are defined in [NDSU Policy 101.1.2](#)), generally referred to as “non-banded employees,” include such positions as tenured and tenure-track faculty and deans. Recruitment falls under two primary categories: half time or less or interim (2.1) and more than half time (2.2).
 - 2.1 Titled and/or Compensated Positions (Less Than .50 FTE or Interim)

If the appointment is less than .50 FTE or stipulated to be for less than twenty weeks, the titled or compensated position shall be announced internally within the unit (and to other relevant internal units as appropriate to the position). The unit supervisor must ensure transparency and equal opportunities for individuals to learn about and apply for the positions. This means the unit supervisor must announce the position to appropriate unit(s)

Attachment 1

internally and accept applications for at least ten working days. Documentation of the announcement and review of applications must be provided to the Office of the Provost before the position is offered so the Office of the Provost can ensure compliance with this policy. Even when using internal searching, for any positions that come with fringe benefits, the formal search process detailed in [Policy 304](#) must be followed.

2.2 Equal to or Greater Than .50 FTE, Non-Interim Positions

If the appointment is to be .50 FTE or more and the expectation is that the appointee will serve for equal to or more than twenty weeks, the position shall be announced throughout the appropriate recruiting areas as defined in [Section 103.1](#) of this Manual (with the exception of graduate level degree seeking students).

2.2.1 Generally speaking, the recruiting areas are:

2.2.1.1 Executive/Administrative positions in the 0000 band: national.

2.2.1.2 Benefitted Academic staff such as tenure/tenure track faculty in the 2000 band: national.

2.2.1.3 The 2000 level: lecturer, assistant coach, assistant experiment station specialist, Extension district directors, Extension area specialists, and Extension field staff: regional.

2.2.2 Recruitment for all benefitted executive/administrative and academic staff positions (all those in the 0000 and 2000 job bands) shall include the use of a search committee of at least three people to be appointed by the unit administrator at the time the unit requests authorization to fill a position opening. Unit administrators are urged to consider the importance of diversity when making appointments to search committees. [NDSU Policy 339](#) requires for every faculty recruiting committee to include faculty from the unit and at least one student. A unit may wish to include both an undergraduate and a graduate student on the committee.

2.2.3 The search committee shall be involved in recruiting, screening, and interviewing applicants, with particular responsibility for affirmative action efforts to solicit and include applicants from underrepresented and protected groups. Selection from the group of finalists is the responsibility of the unit administrator and is based on the recommendation of the search committee. The Vice Provost for Faculty and Equity, or designee shall be considered an ex officio member of each search committee and will be available to assist the committee in fulfilling its responsibilities.

2.2.4 Exceptions to searches for benefitted executive/administrative, and academic and professional broadbanded staff positions listed (greater than .50 FTE and longer than 4 months) are limited to the following:

2.2.4.1 The transfer of an academic staff member from a lecturer line to a probationary appointment as outlined in the employee's original contract provided that he or she had secured the appointment on a nationally competitive basis.

2.2.4.2 An externally funded appointment as a postdoctoral fellow, research scientist, or broadbanded research professional in a department where the individual has just completed an NDSU graduate degree and the

Attachment 1

assignment involves continuation of the research used for the individual's thesis/dissertation. This appointment is limited to the period for which funding has been given and normally may not exceed two years.

- 2.2.4.3 With prior approval, the temporary appointment of a person to a grant-funded position when the individual has been instrumental in the development of the project or is identified by name in the proposal as having unique expertise necessary to the project. This temporary appointment may not be continued beyond the period of the grant project, and the individual may not be transferred to any other University appointment without an appropriate search.

Note: To use this option, proposal writers should indicate their intention on the transmittal form and provide a letter of explanation when the proposal is submitted to the Office of Sponsored Programs Administration. Those submitting proposals for internal funding that are not reviewed in Sponsored Programs Administration should contact the Office of the Provost prior to submitting the proposal.

- 2.2.4.4 When a faculty member has a spouse or partner who is fully qualified and interested in a university position, a dual career exception to the search process may be made. The department or unit administrator is responsible to contact the Vice Provost for Advancement of Faculty and Equity as soon as possible. Hiring a spouse or partner depends upon the qualifications of the spouse or partner, the availability of a suitable and acceptable position in each case, and is subject to the approval of the department or unit into which the spouse or the partner will be hired, following an interview process within that unit. For positions in the 0000 job band and positions in the 2000 job band not defined as faculty, 1.6.4 applies.

- 2.2.4.5 At the request of the appropriate supervisor and with unit support, the reinstatement of a former NDSU employee who has left his/her employment within the previous nine (9) months, provided that:

- 2.2.4.5.1 The employee had a satisfactory performance record; and
- 2.2.4.5.2 The employee is returning to a position requiring similar qualifications and having similar responsibilities; and
- 2.2.4.5.3 The position is within the department where he/she worked at the time of leaving.

- 2.2.4.6 When there is concurrence by the hiring department, reassignment due to:

- 2.2.4.6.1 An injury resulting in worker's compensation award and subsequent retraining; or
- 2.2.4.6.2 A reduction-in-force.

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All Positions

3. Exceptions to this policy may be authorized by the President in unique circumstances. A written request for the Presidential exception is initiated by the hiring department and forwarded through the appropriate supervisory line to the unit's dean or director. If there is support from the dean or director, the request is forwarded to the Provost or the appropriate vice president. If the request is supported by the vice president after consultation with the Vice ~~President Provost~~ for ~~Faculty and Equity, Diversity, and Global Outreach~~ and the unit's dean and director, it is forwarded by the Provost or Vice ~~President Provost~~ to the President for consideration.

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HISTORY:

New	May 15, 1978
Amended	February 6, 1979
Amended	April 21, 1981
Amended	November 13, 1989
Amended	September 24, 1991
Amended	April 1992
Amended	August 1993
Amended	December 1994
Amended	May 4, 1999
Amended	October 2001
Amended	October 2004
Amended	April 2005
Amended	October 2006
Amended	October 2007
Amended	May 2008
Housekeeping	September 2009
Housekeeping	July 2010
Amended	October 2010
Housekeeping	December 2010
Housekeeping	March 2011
Amended	September 30, 2012
Amended	February 4, 2014
Housekeeping	March 20, 2014
Amended	April 24, 2014
Amended	December 12, 2014
Housekeeping	June 4, 2015
Housekeeping	April 14, 2016

Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in **red**, including the header, must be completed; if not, it will be sent back to you for completion.



If the changes you are requesting include housekeeping, please submit those changes to nds.policy.manual@nds.edu first so that a clean policy can be presented to the committees.

SECTION: **103.1 Recruitment for executive/administrative/managerial, academic staff and other non-banded positions (0000, 1000, and 2000 positions)**

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
 - Is this a federal or state mandate? ☐ Yes
 - Describe change: Updating language of EEO/AA statement – long form and short form – that are published on all job announcements
2. This policy change was originated by (individual, office or committee/organization):
 - Office of Vice Provost for Faculty and Equity – 12/7/2016
 - Kara.Gravley-Stack@nds.edu

This portion will be completed by Mary Asheim.

Note: Items routed as information by SCC will have date that policy was routed listed below.

3. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee: 4/10/17

Faculty Senate:

Staff Senate:

Student Government:

President's Cabinet:

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to nds.policy.manual@nds.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

North Dakota State University Policy Manual

SECTION 103.1

RECRUITMENT FOR EXECUTIVE/ADMINISTRATIVE/MANAGERIAL, ACADEMIC STAFF AND OTHER NON-BANDED POSITIONS (0000, 1000 and 2000 positions)

SOURCE: NDSU President

1. Recruitment Areas

- 1.1 Generally, all full-time executive/administrative/managerial, academic staff and other non-banded positions require a national search. Based on the source of funding, salary ranges, and local availability, however, some of these positions require only a regional search (a wider search is always an option, if the hiring official wishes). EXCEPTIONS to the national search requirement for these types of positions include:
 - 1.1.1 **2000 level:** lecturer, assistant coach, assistant experiment station specialist, Extension district directors, Extension area specialists, and Extension field staff.
- 1.2 Regular, part-time payroll positions (without regard to the funding source) require only a local search.

2. Recruitment Methods

- 2.1 Recruitment is a critical function for an effective equal opportunity/affirmative action employment program because increased diversity in the applicant pool is essential in order to increase the diversity of people actually employed. With this objective in mind, some potentially fruitful recruitment channels include:
 - 2.1.1 Advertisements in appropriate professional journals and job registries and/or in The Chronicle of Higher Education. Publications which solicit advertisements on the basis of direct minority circulation are generally not a required method for recruiting; however, if applicant pools consistently lack diversity, a publication such as Affirmative Action Register should be considered.
 - 2.1.2 Regional or national meetings of professional organizations and associations; women's and minority caucuses associated with professional groups are especially helpful and important.
 - 2.1.3 College/University academic departments and placement offices especially at institutions where the student body is composed primarily of women or racial/ethnic minorities.
 - 2.1.4 Industries, government, independent research institutions, etc., where racial/ethnic minorities or women are professionally engaged.

Recruitment (placement of advertisements, position announcement mailings, etc.) for administrative and academic positions is the responsibility of the hiring department. Once the Request to Recruit is approved, and posted online, it also is posted by Job Service North Dakota. A notice for staff positions requiring a minimum qualification of a bachelor's degree may be sent to the NDSU Career Center for their listing.

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All recruitment information should include one of the following statements:

- ~~North Dakota State University is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability or veteran status or~~
- ~~NDSU is an EEO/AA M/F/Vet/Disability Employer.~~
- NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable. Direct inquiries to: Vice Provost, Title IX/ADA Coordinator, Old Main 201, 701-231-7708, ndsueoaa@ndsuhdu.
- NDSU is an equal opportunity educator and employer. Visit ndsuhdu.edu/equity/ or call 701-231-7708 for more information.

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The following additional language may be added to either option above:

- Women & traditionally underrepresented groups are encouraged to apply.

HISTORY:

New	July 1990
Amended	April 1992
Amended	March 2001
Amended	October 2007
Housekeeping	May 2010
Amended	December 27, 2010
Amended	December 10, 2014

Policy Change Cover Sheet

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SECTION:

Policy 130 Annual Leave

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
 - Is this a federal or state mandate? ☐ Yes ☒ No
 - Describe change: NDUS policy 6 Annual leave placed a limit on how much leave may be taken in advance of accrual. This policy edit brings NDSU compliant with NDUS HR Policy 6.
2. This policy change was originated by (individual, office or committee/organization):
 - Office/Department/Name and the date submitted: HR/Payroll, Noah Fischer, Associate Director HR & Payroll
 - Email address of the person who should be contacted with revisions: noah.fischer@nds.edu

This portion will be completed by Mary Asheim.

Note: Items routed as information by SCC will have date that policy was routed listed below.

3. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Cabinet:

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North Dakota State University Policy Manual

SECTION 130 ANNUAL LEAVE

SOURCE: NDUS Human Resources Policy Manual, Section 6
NDSU President

1. Annual leave with pay is earned by eligible employees for the purpose of freeing them from their regular duties to spend time in rest and recreation or to attend to personal matters. Upon approval, annual leave may only be used in place of regularly scheduled work hours and shall not cause overtime. Such leave should be programmed to insure that leave is taken rather than carried forward from year to year.
2. University operations govern annual leave periods. Consideration is given first to the convenience of the administration, departmental needs, then the employee's departmental seniority and finally to the employee's preference. Annual leave is computed on the basis of the employee's hours/week, and months/year.
 - 2.1 The employee must obtain authorization from his/her department head before taking annual leave. The form of this authorization is to be determined by the respective department head.
 - 2.2 The employee is responsible for furnishing their supervisor or department head with a completed "Notification of Employee Leave" card upon returning to work.
3. Annual leave with pay for full-time benefited, broadbanded staff employees is earned on the basis of continuous service from date of employment as follows:

First through third year - the equivalent of 12 days per year
Fourth through seventh year - the equivalent of 15 days per year
Eighth through twelfth year - the equivalent of 18 days per year
Thirteenth through eighteenth year - the equivalent of 21 days per year
Over eighteen years - the equivalent of 24 days per year

Annual leave for full-time, non-banded employees in the following job categories is earned on the same basis as for staff employees: graduate research fellows (2230), graduate teaching fellows (2235), post doc research fellows (2240), research scientists (2420), extension program assistants (2530), and international exchange scientists (2810).

Graduate teaching, research or service assistants and experiment station project assistants do not earn annual leave.

 - 3.1 Years of service shall be computed from the employment anniversary dates.
 - 3.2 Annual leave for part-time staff employees and the non-banded employees identified above in 3 is earned on a prorated basis.
4. Presidents, executive deans, provosts, vice presidents, positions excluded from the broadbanding system, and other positions approved by the President or chancellor at the time of hire are entitled

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to accrue a minimum of twelve working days and a maximum of 24 working days of annual leave each year to be taken at the convenience of the administration. Accrual rates for these employees are determined by the institution president. For any of these employees who are less than full-time, the annual leave will be prorated.

Each department may negotiate annual leave accrual on a case-by case basis during the recruitment, with prior Presidential approval. Current benefitted employees are not eligible.

5. Annual leave for 12 month faculty and other non-banded job categories not identified in #3 above is earned at the rate of 16 hours per month, 24 days per year. Annual leave will be prorated for those who are less than full-time. For non-banded employees on 9, 10, or 11, month appointments, see Section 320.
6. All eligible employees may accumulate annual leave hours. Full-time employees may accumulate up to 30 working days or 240 hours which shall be carried forward on January 1st of each year. Part-time employees may accumulate up to the equivalent number of days or hours on a prorated basis. Any accumulation in excess of 30 days or 240 hours (or the equivalent on a prorated basis for part-time employees) on December 31st of each year shall be cancelled.
7. All employees eligible to accumulate annual leave must take at least forty hours (or the equivalent on a prorated basis for part-time employees) of annual leave each year, except for the year during which they are hired.
8. When a holiday occurs during annual leave, the holiday is not considered a day of annual leave time.
9. At the discretion of the department head and the concurrence of the Director of Human Resources/Payroll or designee, an employee may be granted annual leave in advance of the accumulation thereof up to a maximum of 40 hours. In rare cases, such as leave due to a workers compensation claim or shared leave, the HR/Payroll office may process leave which exceeds the 40 hour advance. Annual leave taken in advance of accumulation may be deducted from the employee's last paycheck provided the employee has signed an agreement authorizing the deduction. This agreement must be submitted to and approved by the Office of Human Resources and Payroll prior to the employee obtaining a negative accrual balance.
10. Benefitted employees terminating employment must be paid for earned unused annual leave subject to all approved payroll matched reductions/deductions. "Unused annual leave" shall include any leave carried over from the previous year and all accrued leave up to the date of termination. Proper termination notice must be given and any unearned annual leave taken shall be deducted from the employee's last paycheck.
 - 10.1 Annual leave earned by an employee on a 12 month appointment may not be carried forward by the employee to be used or paid for during the term of a subsequent appointment for less than 12 months and must be paid out.
11. In case of death, payment of all earned, unused annual leave shall be paid according to Section 34-01-12 of the North Dakota Century Code. (See Section 183.)
12. Accrued annual leave for employees previously employed with other North Dakota institutions or agencies may be transferred to institutions under the State Board of Higher Education according to agreements between the employee and the institution. If re-employment occurs within one calendar year, the re-employing institution shall credit the employee with prior years of service from any state agency in computing annual leave accrual rate.

Commented [NF1]: Reflects change to maximum negative leave allowable and consistent with NDUS HR Policy 6 on Annual Leave. TLAB will also limit the amount of negative leave to 40 hours.

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13. When employment begins or ends during a pay period, the accrual of annual leave shall be prorated for the pay period when the employee is hired or terminated and does not work a full pay period.

14. ~~"Notification of Employee Leave" cards~~ Leave requests are processed on an on-going basis. ~~Each department is responsible for verifying the Departmental Leave Record. Late Leave Cards and errors must be submitted to the Office of Human Resources/Payroll for entry and/or correction. The approving supervisor is responsible for verifying leave balances before approving. Corrections to leave will be handled by the Office of Human Resources and Payroll.~~

Commented [NF2]: The departmental leave report is no longer going to run- supervisors will have real time balances to look at before approving.

TLAB will allow departments to enter late leave and will no longer need to come to HR & Payroll, but corrections will still be handled by HR&Payroll.

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HISTORY:

New	July 1990
Amended	April 1996
Amended	March 1998
Amended	October 1999
Amended	April 2002
Amended	October 2003
Amended	March 2006
Housekeeping	April 2010
Housekeeping	May 15, 2012
Housekeeping	April 11, 2013
Housekeeping	July 12, 2013
Amended	March 26, 2014
Amended	November 7, 2014
Amended	June 22, 2015

Policy Change Cover Sheet

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SECTION: **Policy 143 Sick/Dependent Leave**

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
 - Is this a federal or state mandate? ☐ Yes ☒ No
 - Describe change: NDUS policy 7 Annual leave placed a limit on how much leave may be taken in advance of accrual. This policy edit brings NDSU compliant with NDUS HR Policy 7.
2. This policy change was originated by (individual, office or committee/organization):
 - Office/Department/Name and the date submitted: HR/Payroll, Noah Fischer, Associate Director HR & Payroll
 - Email address of the person who should be contacted with revisions: noah.fischer@nds.edu

This portion will be completed by Mary Asheim.

Note: Items routed as information by SCC will have date that policy was routed listed below.

3. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee: 4/10/17

Faculty Senate:

Staff Senate:

Student Government:

President's Cabinet:

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North Dakota State University Policy Manual

SECTION 143 SICK/DEPENDENT LEAVE

SOURCE: NDSU PRESIDENT
NDUS Human Resource Policy Manual

1. Sick leave, including maternity, is a benefit granted by the University to eligible employees and is not a benefit considered to be earned by the employee such as annual leave. It is an insurance benefit allowing employees to build a reserve of days they can use for their extended illnesses. *Abuse of this benefit may be grounds for disciplinary action or termination.* Employees are responsible for informing their supervisors prior to the start of their work schedule of their sickness.
 - 1.1 The employing department may require satisfactory medical verification as deemed necessary by the department head prior to the payment of sick leave.
 - 1.2 The employee is responsible for furnishing their supervisor or department head with a completed "Notification of Employee Leave" card upon returning to work.
 - 1.3 Sick leave may only be used in place of regularly scheduled work hours and shall not cause overtime.
2. Sick leave is granted on the basis of continuous service from date of employment for benefited staff employees, *and benefited 12-month academic staff and other non-banded staff.*
3. Sick leave for full-time eligible employees accrues based on rate per hour at a rate equivalent to 12 days per year. Sick leave for eligible part-time employees working 20 hours or more per week is granted on a prorated basis. Sick leave accumulation is unlimited.
4. Sick leave may be granted to employees who become ill while on vacation provided satisfactory medical proof of such illness is submitted.
5. When a holiday occurs during a paid sick leave, the holiday is not considered a day of sick leave.
6. Upon termination, employees with ten years of continuous state service will receive a payment equivalent to 10% of the dollar value of their accrued sick leave. The amount is computed on the basis of the employee's salary at the time of termination and shall be in the form of a lump-sum payment.
7. At the discretion of the department head and the concurrence of the Director of Human Resources/Payroll or designee, an employee may be granted sick leave in advance of the accumulation thereof up to a maximum of 40 hours. In rare cases, such as leave due to a workers compensation claim or shared leave, the HR/Payroll office may process leave which exceeds the 40 hour advance. ~~Any~~ Sick leave taken in advance of accumulation may be deducted from the employee's last paycheck provided the employee has signed an agreement authorizing the deduction. This agreement must be submitted to and approved by the Office of

Commented [NF1]: Reflects change to maximum negative leave allowable and consistent with NDUS HR Policy 6 on Annual Leave. TLAB will also limit the amount of negative leave to 40 hours.

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Human Resources and Payroll prior to the employee obtaining a negative accrual balance.

8. *Unless an approved leave of absence has been granted, an employee who is off the payroll for one year shall lose unused sick leave.*
9. Accrued sick leave is transferable from any state agency to the employing institution if employment with the institution occurs within one calendar year of separation of service with the state agency. In the event of a Reduction in Force, sick leave is transferable if reemployment occurs within two calendar years.
10. Sick leave may be used by the employee when:
 - 10.1 The employee is unable to work due to a mental or physical condition (including maternity).
 - 10.2 The employee has an appointment for the diagnosis or treatment of a medically related condition.
 - 10.3 The employee wishes to attend to the needs of an eligible family member who is ill or to assist them in obtaining other services related to their health. Eligible family members include the employee's spouse, parent (natural, adoptive, foster, and step-parent); child (natural, adoptive, foster, and step-child); or any other family member who is financially or legally dependent upon the employee or who resides with the employee for the purpose of the employee providing care to the family member.
 - 10.4 Sick leave used for the purposes described in 10.3 shall not exceed eighty (80) hours per calendar year.
 - 10.5 In the case of a serious health condition of an eligible family member, an employee may take up to a total of four-hundred-eighty (480) hours of sick leave in any twelve-month (12) period, including the eighty (80) hours in section 10.4 above.
 - 10.6 The employee is caring for a newborn child or for a child placed with the employee, by a licensed child-placing agency, for adoption or as a precondition to adoption, but not both. Sick leave in such cases is limited to six (6) weeks during the first six (6) months from birth or placement.
 - 10.7 The employee seeks for oneself or to assist a parent, child, spouse, sibling, or any other individual who regularly resides in the household or who within the prior six months regularly resided in the household, with the consequences of domestic violence, a sex offense, stalking, or terrorizing. Sick leave may be used to seek legal or law enforcement remedies; treatment by a health care provider for physical or mental injuries; obtain services from a domestic violence shelter, rape crisis center, or social services program; obtain mental health counseling; and participate in safety planning, relocation or other actions to increase the employee's or immediate family member's safety from future domestic violence, a sex offense, stalking or terrorizing. The immediate supervisor may limit the use of sick leave for this section to forty (40) hours per calendar year.
11. *The accrual of sick leave shall be prorated for the pay period in which employment begins or ends.*

Attachment 1

12. Sick leave is not accrued during developmental leaves or leaves of absence without pay.
13. Accumulated sick leave may be used for any period(s) of actual disability caused or contributed to by pregnancy. Beyond the period of disability, an employee may request use of annual leave, family leave, and/or leave without pay to provide for an extended post-delivery period away from work.
14. ~~"Notification of Employee Leave" cards~~ Leave requests are processed on an on-going basis. The approving supervisor is responsible for verifying leave balances before approving. Each department is responsible for verifying the Departmental Leave Report. Late leave cards and errors must be submitted to the Office of Human Resources/Payroll for entry and/or corrections. Corrections to leave will be handled by the Office of Human Resources and Payroll.

HISTORY:

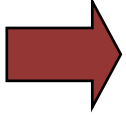
New	July 1990
Amended	April 1992
Amended	July 1997
Amended	April 2002
Amended	January 2004
Amended	November 2005
Amended	January 2007
Amended	March 2008
Amended	November 7, 2011
Housekeeping	July 12, 2013
Amended	October 5, 2015

Commented [NF2]: The departmental leave report is no longer going to run- supervisors will have real time balances to look at before approving.

TLAB will allow departments to enter late leave and will no longer need to come to HR & Payroll, but corrections will still be handled by HR&Payroll.

Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in **red**, including the header, must be completed; if not, it will be sent back to you for completion.



If the changes you are requesting include housekeeping, please submit those changes to nds.policy.manual@nds.edu first so that a clean policy can be presented to the committees.

SECTION:

157 – Grievance Procedures

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
 - Is this a federal or state mandate? No
 - Describe change: Housekeeping changes as follows:
 - o Add “harassment, or retaliation” as being addressed under this grievance policy (under #5)
 - o Updated protected classes, name of policy 156, and areas covered by 156 (under #5.1)
2. This policy change was originated by (individual, office or committee/organization):
 - Office/Department/Name and the date submitted: Equity Office / Kara Gravley-Stack 3/22/2017
 - Email address of the person who should be contacted with revisions: Kara.Gravley-Stack@nds.edu

This portion will be completed by Mary Asheim.

Note: Items routed as information by SCC will have date that policy was routed listed below.

3. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Cabinet:

The formatting of this policy will be updated on the website once the content has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to nds.policy.manual@nds.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

North Dakota State University

Policy Manual

SECTION 157

GRIEVANCE PROCEDURES

SOURCE: NDSU President

1. A grievance exists when an employee is dissatisfied with an aspect of his/her employment over which the employee has no control and on which remedial action is desired, excluding job family assignment and performance evaluations for broadbanded staff and other employees not covered under Section 353. (Section 241).
2. If an employee feels unfairly treated or has a complaint, the employee shall first discuss it with the immediate supervisor. It may be a case of misunderstanding which can be straightened out by frank discussion.
3. All employees have the right to present grievances to their supervisors or department heads and are assured freedom from discrimination, coercion, restraint or reprisal in presenting grievances.
4. At each step of the grievance procedure, the employee may be represented by another University employee or by a representative of the employee's choosing.
5. The intent of the University's grievance procedures is to provide a reasonable opportunity for the resolution of an employee's dispute with the University. Depending upon the nature of the grievance, the University has several formal grievance procedures which are available for use by an employee who feels aggrieved or discriminated against and for which informal discussions have not been satisfactory to the employee. If more than one of the University grievance procedures is available for a particular issue, the employee should consult with the Director of Human Resources/Payroll, the Vice Provost for Faculty and Equity (in the case where the issue involves alleged discrimination) or a unit administrator when considering grievance options. Once an employee files a formal grievance in writing with the Office of the Provost, the Office of Human Resources/Payroll or the Presiding Officer of the University Senate (to initiate a faculty Special Review Committee), the employee will not be entitled to grieve the same issue using another internal grievance procedure. If an employee seeks the resolution of a grievance in any external forum, whether administrative or judicial, prior to seeking resolution of the issue by filing a grievance in one of the formal internal grievance procedures listed below or while one of those grievance procedures is in progress, the University may, following notification to the employee, suspend the internal grievance procedure pending a final decision in the external forum.

The Director of Human Resources/Payroll (and the Vice Provost for Faculty and Equity in a case of alleged discrimination, harassment, or retaliation) will act in an advisory capacity, as requested, to all parties involved in the grievance procedure.

All employees

- 5.1 If the grievance is based on alleged discrimination, that is, an issue related to age, color, gender expression/identity, genetic information, marital status, national origin, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, status as a U.S. veteran, or participation in lawful activity, race, color, religion, national

~~origin, sex (including sexual harassment), disability, age, veteran's status, or sexual orientation~~ any employee may use the Equal Opportunity Grievance Discrimination, Harassment, and Retaliation Complaint Procedure (Section 156). This procedure includes information about the process for filing a complaint, retaliation prohibitions, remedial measures, informal and formal resolution processes, notice of mandatory reporting responsibilities, and filing a complaint with an external agency.~~phases for administrative review, negotiation, and if necessary, a hearing before a special hearing committee.~~

Faculty

- 5.2 If the grievance involves a faculty member (instructor, assistant professor, associate professor, or professor), lecturer, adjunct faculty member or graduate teaching assistant and is based on a dismissal, termination, nonrenewal or nonpromotion, grievance procedures are described in Sections 350.3. Grievances based on matters other than dismissal, termination, nonrenewal, or nonpromotion may also be grieved using the procedure described in Section 353.

Broadbanded and all other employees

- 5.3 If the grievance is based upon an aspect of employment over which an employee has no control and desires remedial action, e.g., salary, working conditions, disciplinary action, etc., the employee uses the Condition of Employment Grievance Procedure (Section 230). This grievance option is limited to regular employees who have completed their probation period.
- 5.4 If the grievance is based on a suspension without pay, dismissal or demotion which the employee feels is unjust, the employee uses the Grievance Procedure for Termination of Employment (See Section 231). This grievance option is limited to regular employees who have successfully completed their probationary period.
6. The University's Director of Human Resources/Payroll and the Vice Provost for Faculty and Equity are available to provide assistance to employees in determining, under the given circumstances, which grievance procedure may be most appropriate.

HISTORY:

New	July 1990
Amended	April 1992
Amended	May 1997
Amended	October 1997
Amended	October 2002
Amended	March 2005
Amended	October 2007
Housekeeping	July 2010
Housekeeping	April 15, 2016

Policy Change Cover Sheet

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If the changes you are requesting include housekeeping, please submit those changes to nds.policy.manual@nds.edu first so that a clean policy can be presented to the committees.

SECTION: **712 – Contract Review**

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
 - Is this a federal or state mandate? ☐ Yes ☐ No
 - Describe change: Housekeeping changes including:
 - o Update Provost title and stated areas for agreements
 - o Remove redundant reference to Office of Provost
2. This policy change was originated by (individual, office or committee/organization):
 - Office/Department/Name and the date submitted: Equity Office / Kara Gravley-Stack 3/22/2017
 - Email address of the person who should be contacted with revisions: Kara.Gravley-Stack@nds.edu

This portion will be completed by Mary Asheim.

Note: Items routed as information by SCC will have date that policy was routed listed below.

3. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Cabinet:

The formatting of this policy will be updated on the website once the content has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to nds.policy.manual@nds.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

North Dakota State University
Policy Manual

SECTION 712
CONTRACT REVIEW

SOURCE: NDSU President
SBHE Policy Manual, Section 840

- 1. Any contractual agreement involving North Dakota State University must be signed by the President and/or the Vice President for Finance and Administration, or their designated representative or as otherwise stated in Section 2.
- 2. The following positions have contractual authority in the stated areas:

Provost and Vice President for Academic Affairs	academic agreements, international agreements, and agreements related to equity and compliance
Vice President for Agriculture and University Extension	entitlement programs such as Hatch and McIntire-Stennis funds and USDA/CSRS noncompetitive grants; Extension Service funds such as Smith-Lever funds
Office of the Provost	agreements related to Equity, Diversity & Global Outreach's mission such as grants and/or international agreements
Vice President for Information Technology or Dean, NDSU Libraries	software site licensing contracts
Vice President for Research and Creative Activity	research grants and contracts and technology transfer documents
Vice President for Student Affairs	student affairs agreements
Director, Division of Fine Arts	Reineke Fine Arts and Askanase Hall use
Director of Purchasing	purchase agreements and leases
State Forester	Cooperative Forestry Assistance funds

- 3. Delegated authority to sign as a designated representative shall be in writing and submitted to the President. All contracts and contract amendments, must be approved by the Assistant Attorney General pursuant to State Board of Higher Education Policy 840. Any contract document, lease

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Attachment 1

agreement, etc., not bearing an authorized signature will not be binding to the University. Assistant Attorney General approved form contracts don't need further approval unless they are changed.

4. Written delegation must specify area of contract authority by position and/or name and be reviewed by the delegator when person in that position changes.

For more information regarding contract review, see [SBHE Policy 840](#) and [NDUS Procedure 840](#).

HISTORY:

New	July 1990
Amended	April 1992
Amended	November 1992
Amended	May 1996
Amended	February 2000
Amended	October 2000
Amended	January 2003
Amended	February 2005
Amended	October 2007
Amended	January 2008
Amended	December 27, 2010
Housekeeping	March 16, 2015
Housekeeping	August 31, 2015
Housekeeping	January 25, 2016

**University Curriculum Committee Report
For Faculty Senate Meeting on May 8, 2017**

General Education Recommendations
GEOL 201, The Geology of Climate Change and Energy – approval for Natural Science and Global Perspectives categories
PH 101, Introduction to Public Health – approval for Social and Behavioral Science – Wellness and Diversity categories
Undergraduate Learning Outcomes – updated outcomes separating Global Perspectives from Diversity and eliminating secondary outcomes (see attachment)

Course and Program Curricular Approval Recommendations
Timeline procedures for General Education course requests and all new and existing course and program proposals (see attachment)

Program Changes
Agribusiness and Applied Economics – accelerated Master of Science degree proposal
Minor in Aerospace Studies – change in number of credits needed for the minor

New Prefix
TIPS – Tribal and Indigenous People Studies

New Uniform Course Number
(Prefix) 189 – Skills for Academic Success

New Courses				
Subject	No.	Title	Crs.	Effective Term
GEOL	201	The Geology of Climate Change and Energy	3	Spring 2018

Course Changes								
From:				To:				
Subject	No.	Title	Crs.	Dept	No.	Title	Crs.	Effective Term
ART	185	Design and Digital Media I	3	ART	185	Graphic Design I	3	Fall 2017
ART	280	Photography II	3	ART	280	Digital Image and Output	3	Fall 2017
ART	285	Design and Digital Media II	3	ART	285	Graphic Design and Digital Media	3	Fall 2017
ART	380	Photography III	3	ART	380	Topics in Photography	3	Fall 2017
ART	385	Design and Digital Media III	3	ART	385	Topics in Graphic Design	3	Fall 2017
ART	480	Photography IV	3	ART	480	Advanced Photography	3	Fall 2017
ART	485	Design and Digital Media IV	3	ART	485	Advanced Graphic Design	3	Fall 2017
CNED	787	Professional Issues: Professional Development, Consultation and Publishing	3	CNED	887	Professional Issues: Professional Development, Consultation and Publishing	3	Summer 2017
HNES	702	Sport Marketing and Public Relations in HNES	1	HNES	702	Introduction to Advanced AT and Professionalism	1	Fall 2017
HNES	720	Fitness/Wellness Management	3	HNES	720	Advanced Emergency Care	3	Fall 2017
HNES	722	Readings in Sports Medicine	3	HNES	722	Evidence Based Orthopedic Evaluation	3	Spring 2018
HNES	776	Non-Orthopedic Assessment	3	HNES	776	Non-Orthopedic Assessment	2	Fall 2017
HNES	781	Orthopedic Assessment I	5	HNES	781	Orthopedic Assessment I	4	Fall 2017
HNES	786	Diagnostic Evaluation of Athletic Injuries	3	HNES	786	Diagnostic Ultrasound – Shoulder and Knee Basics	3	Spring 2018
HNES	788	Technology in Athletic Training	3	HNES	788	Diagnostic Ultrasound – Case Studies and Ankle Basics	3	Spring 2018
MICR	675	Animal Virology	3	MICR	675	Virology	3	Fall 2017
MUSC	357	Marching Band Methods & Techniques	2	MUSC	357	Marching Band Methods & Techniques	1	Fall 2017
MUSC	358	Jazz Methods	2	MUSC	358	Jazz Methods	1	Fall 2017
PHRM	351L	Pharmaceutical Care Laboratory I	2	PHRM	351L	Pharmacy Practice Laboratory I	2	Spring 2018
PHRM	452L	Pharmaceutical Care Laboratory II	2	PHRM	452L	Pharmacy Practice Laboratory II	2	Fall 2017
PHRM	551L	Pharmaceutical Care Laboratory III	2	PHRM	551L	Pharmacy Practice Laboratory III	2	Fall 2017
PHRM	552L	Pharmaceutical Care Laboratory IV/Introductory Pharmacy Practice Experience IV	2	PHRM	552L	Pharmacy Practice Laboratory IV	2	Spring 2018
RELS	100	Introduction to Religion	3	RELS	100	World Religions	3	Summer 2017

Change in Prerequisites/Co-Requisites and Change in Bulletin Descriptions				
Subject	No.	Title	Prerequisite/Co-requisite Change	Effective Term
ADHM	455	Advanced Apparel Assembly	Desc: Application of the principles and concepts of advanced apparel assembly and their application to finished garments in a particular category of apparel: jackets, dresses, formalwear and casual sportswear. May be repeated.	Fall 2017

Change in Prerequisites/Co-Requisites and Change in Bulletin Descriptions (continued)				
ART	185	Graphic Design I	Desc: Introduction to the foundations and principles of graphic design and graphic design software.	Fall 2017
ART	280	Digital Image and Output	Desc: Introduction to digital photography workflow, digital image editing software, and inkjet printing.	Fall 2017
ART	285	Graphic Design and Digital Media	Desc: Intermediate-level introduction to concepts and practices related to graphic design, digital technologies and their applications in design and visual arts.	Fall 2017
ART	380	Topics in Photography	Desc: Instruction in topics related to the advanced study of photography. Studio techniques, project development, and effective visual and oral communication practices are emphasized. May be repeated for credit.	Fall 2017
ART	385	Topics in Graphic Design	Desc: Development of concepts and practices related to graphic design, digital technologies and their applications in design and visual arts. May be repeated for credit. Prereq: ART 185	Fall 2017
ART	485	Advanced Graphic Design	Desc: Development and application of concepts and practices related to graphic design and visual arts through individual semester projects that may support capstone experience. May be repeated.	Fall 2017
CNED	710	Counseling Techniques	Prereq: Admission to program	Fall 2017
CNED	713	Assessment Techniques	Prereq: CNED 710 and CNED 711 or instructor approval	Summer 2017
CSCI	160	Computer Science I	Prereq: MATH 103	Fall 2017
HNES	224	Sport and Event Management	Prereq: HNES 190	Fall 2017
HNES	702	Introduction to Advanced AT and Professionalism	Desc: This course will include discussion of the expectations and responsibilities of the post-professional athletic trainer's transition into graduate school and as a professional healthcare provider. The content will be focused on information and tools to adjust to the new roles and responsibilities.	Fall 2017
HNES	720	Advanced Emergency Care	Desc: This course will introduce advanced emergency care techniques as well as reinforce basic knowledge already learned in previous course work. Certified Athletic Trainers are expected to perform life-saving measures and this course will develop the skills needed to treat athletes and lay public with evidence based medical care.	Fall 2017
HNES	722	Evidence Based Orthopedic Evaluation	Desc: This course will involve investigation, discussion, and reflection of the research on clinical orthopedic special tests to allow the student to implement evidence based clinical examinations.	Spring 2018
HNES	786	Diagnostic Ultrasound – Shoulder and Knee Basics	Desc: This course will introduce students to the normal tissue characteristics, common pathology characteristics and shoulder and knee evaluation protocols with musculoskeletal ultrasound.	Spring 2018
HNES	788	Diagnostic Ultrasound – Case Studies and Ankle Basics	Desc: This course will introduce students to the normal tissue characteristics and common pathology characteristics of the ankle evaluation protocol with musculoskeletal ultrasound. In addition, students will perform shoulder, knee and ankle evaluations on patients in the clinical setting (NDSU Athletic Training Room) to practice their diagnostic ultrasound examination skills and have a better understanding of common pathologies.	Spring 2018
MICR	675	Virology	Desc: The biology of viruses with emphasis on virus replication and pathogenesis.	Fall 2017
MUSC	357	Marching Band Methods & Techniques	Desc: This course is intended to assist in developing the skill and knowledge essential for the successful administration and implementation of a sports band (marching and pep bands) program within the public school context.	Fall 2017
MUSC	358	Jazz Methods	Desc: This course is intended to assist in developing the skills and knowledge essential for the successful administration and implementation of a jazz program (Big Band and Combos) within the public school context.	Fall 2017

Change in Prerequisites/Co-Requisites and Change in Bulletin Descriptions (continued)				
MUSC	643	Keyboard Literature	Desc: Survey of keyboard styles, instrumental development, and literature (excluding organ) from the early 14 th century through the 21 st century, with special emphasis on works from 1775-1925. May be repeated for credit.	Fall 2017
PHRM	452L	Pharmacy Practice Laboratory II	Prereq: PHRM 351L with a grade of C or higher	Fall 2017
PHRM	551L	Pharmacy Practice Laboratory III	Prereq: PHRM 452L with a grade of C or higher	Fall 2017
PHRM	552L	Pharmacy Practice Laboratory IV	Prereq: PHRM 551L with a grade of C or higher	Spring 2018
RELS	100	World Religions	Desc: Explores the beliefs, practices and origins of the world's major religions and introduces analytical approaches to studying religion.	Summer 2017

Program Inactivations				
B.S. and B.A. in Botany – effective term Summer 2020; no new students admitted to the program beginning fall 2016				
B.S. and B.A. in Zoology – effective term Summer 2020; no new students admitted to the program beginning fall 2016				

Course Inactivations				
Subject	No.	Title	Crs.	Effective Term
CNED	733	Marital Counseling	3	Summer 2017
STAT	762	Messy Data Analysis	3	Spring 2018

Faculty Senate - FYI				
Subject	No.	Title	Crs.	Effective Term
BUSN	299	New Special Topics course – Introduction to Entrepreneurship	3	Fall 2017
MRKT	499	New Special Topics course – Digital Marketing	3	Fall 2017

Undergraduate Learning Outcomes

Table mapping proposed recommended changes to NDSU’s Existing GE Categories to the New Undergraduate Learning Outcomes (created by the UCC April 12, 2017).
Proposed Change #1 - UCC recommends that Diversity and Global Perspectives be separated into 2 unique categories to replace "Human Societies" to more effectively reflect the differences between the learning outcomes of these unique categories. **Proposed Change #2** - Elimination of Possible Secondary New Undergraduate Learning Outcomes. The committee views these as valuable attributes for faculty to consider but from an assessment/evaluative standpoint at the University level having additional outcomes to review will become too cumbersome to manage.

Existing NDSU Categories	Core Undergraduate Learning Outcome for Each Category (Approved by Faculty Senate - May 9, 2016)	Undergraduate Learning Outcomes	Possible secondary New Undergraduate Learning Outcomes for Each Category
First Year Experience (F) (Removed from General Education Requirements; approved Faculty Senate March 20, 2017)	Personal & Social Responsibility		-
Communication (C)	Communication	Students will use a variety of modes, particularly written, oral, artistic, and visual, to <ul style="list-style-type: none">effectively communicate analysis, knowledge, understanding, expression and/or conclusionsskillfully use high-quality, credible, relevant sourcesdemonstrate appropriate conventions in a variety of communication situationsdemonstrate the ability to communicate effectively with diverse audiences in a variety of contexts	Critical Thinking, Diversity and Global Perspectives, Technology, Personal & Social Responsibility
Quantitative Reasoning (R)	Critical Thinking, Creative Thinking, and Problem Solving	Students will <ul style="list-style-type: none">explain the nature of evidence used for analysisapply quantitative and qualitative methods to collect and analyze dataapply creativity and divergent thinkingevaluate the assumptions, evidence, and logic of competing views and explanationsidentify methods of inquiry, approaches to knowledge, and their assumptions and limitations in multiple disciplinesevaluate, synthesize, and apply evidence to understand and address complex, real world problemsgenerate creative, reasoned, approaches or solutions to unscripted, real world problems	Diversity and Global Perspectives, Communication, Technology, Personal & Social Responsibility
Science & Technology (S)	Natural and Physical Sciences or Technology	TECHNOLOGY	
		Students will <ul style="list-style-type: none">apply technology to demonstrate creativity and solve problemsuse technology to enhance understandingidentify the social, aesthetic, and ethical implications of technological decisionsanalyze how technology shapes, limits, and augments our experiences and understandings	Critical Thinking, Diversity and Global Perspectives, Communication, Personal & Social Responsibility
		NATURAL AND PHYSICAL WORLDS	
		Students will <ul style="list-style-type: none">analyze components and dynamics of natural and physical worldsdevelop models to explain phenomena within the natural and physical worldsidentify the role of scientific methods in the study of natural and physical worlds	Critical Thinking, Diversity and Global Perspectives, Communication, Personal & Social Responsibility
Humanities & Fine Arts (A)	Human Societies	Students will <ul style="list-style-type: none">identify the nature and impact of aesthetic and creative activities in human experienceanalyze the interplay of self and society, particularly how social structures shape human experiences and how humans shape social structuresanalyze the components and dynamics of human societies in their artistic, cultural, and historical contextsapply theories or research methods to understand human events, identities, artifacts, or social structuresengage in a creative, aesthetic, or artistic activity	Critical Thinking, Diversity and Global Perspectives, Communication, Technology, Personal & Social Responsibility
Social & Behavioral Sciences (B)			
Social & Behavioral Sciences - Wellness (W)	Personal & Social Responsibility	Students will <ul style="list-style-type: none">examine their own values, biases, and conclusionsanalyze the ethical basis for and implications of personal, professional, and civic decisionscomprehend and demonstrate appropriate standard of professional behavioridentify stewardship of the land and its people as integral to a land-grant universityanalyze human impacts on the world and the importance of sustaining its resources for future generations engage in service learning	Critical Thinking, Diversity and Global Perspectives, Communication, Technology, Personal & Social Responsibility

Cultural Diversity (D) (embedded in other category)	Human Societies <u>Diversity (embedded in other category)</u>	DIVERSITY AND GLOBAL PERSPECTIVE	Diversity and Global Perspectives
		Students will <ul style="list-style-type: none">• identify how values and contributions of diverse societies provide contexts for individual experiences, values, ideas, artistic expressions, and identities• identify the role diversity plays in the ability of biological organisms to adapt to a changing environment• analyze how diversity contributes to and shapes solutions to challenges confronting the global community• evaluate how diverse systems (both natural and human-made), technologies, or innovations emerge from, interact with, and affect various communities• collaborate with others in diverse interpersonal, intercultural, or international settings	
Global Perspectives (G) (embedded in other category)	Human Societies <u>Global Perspectives (embedded in other category)</u>	GLOBAL PERSPECTIVES Students will <ul style="list-style-type: none">• apply theories or research methods to develop strategies and solutions that address global challenges• identify potential benefits and explore the opportunities of being a global citizen• analyze how communities are impacted by and/or contribute to globalization from various perspectives• analyze the process and/or develop models of global trends• evaluate global phenomena using perspectives, attitudes and beliefs of communities with cultural backgrounds different from their own	
General Education Categories that do not follow standard review procedures			
Upper Division Writing (approved by the GE Committee after review from the English Department in the Disciplines Committee)	Communication	Students will use a variety of modes, particularly written, oral, artistic, and visual, to <ul style="list-style-type: none">• effectively communicate analysis, knowledge, understanding, expression and/or conclusions• skillfully use high-quality, credible, relevant sources• demonstrate appropriate conventions in a variety of communication situations demonstrate the ability to communicate effectively with diverse audiences in a variety of contexts	
Capstone in major (not presently reviewed by the GE committee)	Critical Thinking, Creative Thinking, and Problem Solving	Students will <ul style="list-style-type: none">• explain the nature of evidence used for analysis• apply quantitative and qualitative methods to collect and analyze data• apply creativity and divergent thinking• evaluate the assumptions, evidence, and logic of competing views and explanations• identify methods of inquiry, approaches to knowledge, and their assumptions and limitations in multiple disciplines• evaluate, synthesize, and apply evidence to understand and address complex, real world problems• generate creative, reasoned, approaches or solutions to unscripted, real world problems	

~~Green Strike Thru~~ and **Red** - Proposed changes UCC Committee (April 12, 2017); Remaining Document approved by Faculty Senate May 6, 2016

University Curriculum Committee
Course and Program Curricular Approval Recommendations

April 24, 2017

Background

The Office of Registration and Records needs to bring CourseLeaf offline each summer to perform administrative updates within the system. To ensure compliance in the governance approval process and proposal forms are up-to-date with NDSU and NDUS policies and procedures, a best practice of CourseLeaf institutions is to destroy stalled proposals at the end of an academic year and institute deadlines during the academic year to promote early submission of proposals for the upcoming academic year.

Procedural Proposal for Faculty Senate Approval

Stalled proposals

The University Curriculum Committee directs the Office of Registration and Records to “shred” stalled CourseLeaf course and program proposals at the end of each academic year after the May Faculty Senate meeting.

- Prior notification would go out on the Chairs and Deans listservs to recommend backing up stalled proposals at their levels.
- New program proposals in Stage I/II processes will not be destroyed.
- All new or existing course proposals not approved by the May Faculty Senate meeting would be subject to purge.
 - Existing courses would revert to original state.
- Existing program proposal edits not approved by the May Faculty Senate meeting would also revert to the unedited curriculum.

General Education Course Requests

General Education course submissions (new course seeking general education category approval or existing course seeking new or additional general education category approval) will only be reviewed during fall semester.

Deadlines

All new and existing course and program proposals must be initiated in CourseLeaf by the Friday of Spring Break week. Functionality to submit proposals will be removed and inactive until early August. This deadline will be in place to allow sufficient time for department, college, Graduate Council, University Curriculum Committee, and Faculty Senate review/approval. Course and program proposals submitted prior to the deadline are not guaranteed to be reviewed before the end of the academic year.

Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in **red**, including the header, must be completed; if not, it will be sent back to you for completion.



If the changes you are requesting include housekeeping, please submit those changes to nds.policy.manual@nds.edu first so that a clean policy can be presented to the committees.

SECTION:

Policy 161 Fitness for Duty

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
 - Is this a federal or state mandate? ☐ Yes xxxx ☐ No
 - Describe change: Clarification of the process and changing it so it is consistent with other policies/federal laws
 - Family Medical Leave (FMLA) and American with Disabilities (ADA).
2. This policy change was originated by (individual, office or committee/organization):
 - Office/Department/Name and the date submitted Colette Erickson, 01/26/2017
 - Email address of the person who should be contacted with revisions: Colette.erickson@nds.edu

This portion will be completed by Mary Asheim.

Note: Items routed as information by SCC will have date that policy was routed listed below.

3. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee: 2/27/17

Faculty Senate:

Staff Senate:

Student Government:

President's Cabinet:

The formatting of this policy will be updated on the website once the content has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to nds.policy.manual@nds.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

North Dakota State University Policy Manual

SECTION 161 FITNESS FOR DUTY

SOURCE: NDSU President

1. Overview

NDSU is committed to providing a safe working environment and to protect the health and safety of students, faculty and staff, visitors and University property. This policy provides a mechanism for identifying and intervening when individuals who could pose a threat to the safety of others and property. Required drug and alcohol screening of employees in designated positions is addressed in NDSU policy 161.1. Post-offer/pre-hire screening of job candidates for positions related to dining services must comply with Fargo Public Health Codes.

2. Definitions

- a. Fitness for duty: physical and mental health status that facilitates the performance of essential job duties in an effective manner and protects the health and safety of oneself, others and property.
- b. Reliable report: self-disclosure or third-party opinion about an employee's possible lack of fitness for duty which is assessed as reasonable by the manager/supervisor considering such factors as the relationship of the reporter to the employee, the seriousness of the employee's condition, the possible motivation of the reporter and how the reporter learned the information.
- c. Working hours: beginning with an employee's starting time and ending with the employee's quitting time as well as any time an employee is on-call. All work activities are included whether they occur on or outside University properties.
- d. Medical evaluation: An examination performed by a university-designated health professional, including but not limited to a health history, physical and/or psychological examination and any medically indicated diagnostic studies. The cost is paid by the employee's department.
- e. Medical certification: a document from a medically appropriate, licensed provider attesting to an employee's fitness for duty following an extended medical absence. Allowable costs to obtain the certification are paid by Workers Compensation for work-related absences, and by the employee and the employee's health insurance for absences which are not work-related.

3. Employee responsibilities

- a. Reporting to work fit for duty.
- b. Notifying the manager/supervisor when not fit for duty.

Attachment 3

- c. Notifying the manager/supervisor when observing a co-worker who may not be fit for duty (in cases where the possibly impaired individual is the employee's manager, the employee should make the notification to the next higher level manager or the Director of Human Resources/Payroll).
- d. Cooperating with a manager/supervisor's directive and/or referral for a medical evaluation.

4. Manager/supervisor responsibilities

- a. Observing the attendance, performance and behavior of employees they supervise.
- b. Interviewing an employee who appears to the manager/supervisor (or third-party report) unfit for duty ~~and referring an employee for a medical evaluation when appropriate.~~
- c. Recording the reasons/observations that triggered ~~a~~ a fitness for duty ~~concern~~ medical evaluation referral.
- d. Utilizing this policy in a fair and consistent manner, respecting the employee's privacy and the confidentiality of medical information.

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5. Procedures

- a. Employee plans to return from work after an extended medical absence.
 - 1. ~~Employee is required~~ Manager/supervisor receives ~~to submit~~ medical certification from employee prior to his/her return to work ~~indicating that employee is able to return to work~~, with suggested accommodations, if applicable.
 - 2. Manager/supervisor ~~with assistance from Human Resources~~ determines whether or not employee can perform essential functions of the job with or without accommodation. ~~accepting suggested accommodations or developing alternative accommodations~~
 - 3. Manager/supervisor provides and employee utilizes accommodations
- b. A triggering event occurs when a manager/supervisor observes or receives a reliable report of an employee's possible lack of fitness for duty. Observations may include, but are not limited to an employee's self-reports, manual dexterity, coordination, alertness, speech, vision acuity, concentration, response to criticism, interactions with co-workers and supervisors, suicidal or threatening statements, change in personal hygiene, presence of condition likely to lead to food borne disease transmission, memory and/or odor of alcohol or marijuana.
 - 1. Manager/supervisor interviews employee, when possible.
 - 2. Manager/supervisor assesses magnitude of safety risk. Managers/supervisors ~~should~~ are encouraged to contact Human Resources ~~and~~ Payroll for assistance.
 - A. No risk: keep notes of event
 - B. Minor risk:

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Attachment 3

~~I. Encourage~~ employee to use Employee Assistance Program (see NDSU policy 134) or seek medical treatment;

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~~B. Document~~ event

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C. Significant risk:

- I. Contact University Police if appropriate
- II. Place employee on paid leave of absence (sick leave or paid administrative leave, depending on situation)
- III. Arrange for employee's safe transportation home if situation warrants

~~IV. Refer~~ employee to Employee Assistance Program

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~~IV-V. Work with Office of Human Resources and Payroll to initiate a~~ or for medical evaluation

~~V-VI. Implement~~ discipline, if appropriate

~~D. Severe risk:~~

- ~~I. Contact University Police~~
- ~~II. Place employee on paid leave of absence~~
- ~~III. Arrange for employee's safe transportation home~~
- ~~IV. Implement appropriate discipline~~

6. Outcomes

- a. Employees voluntarily seeking assistance for physical (including controlled substance, drug and alcohol abuse/addictions), mental, and/or emotional problems before their work performance or attendance is adversely affected will not have their employment status jeopardized for seeking assistance.
- b. Employees cooperating in a medical evaluation and in compliance with recommendations for medical, psychological and/or chemical dependence treatment may be returned to the job provided appropriate discipline, if warranted, has taken place.
- c. Employees posing a severe risk may be subject to discipline up to and including termination of employment.

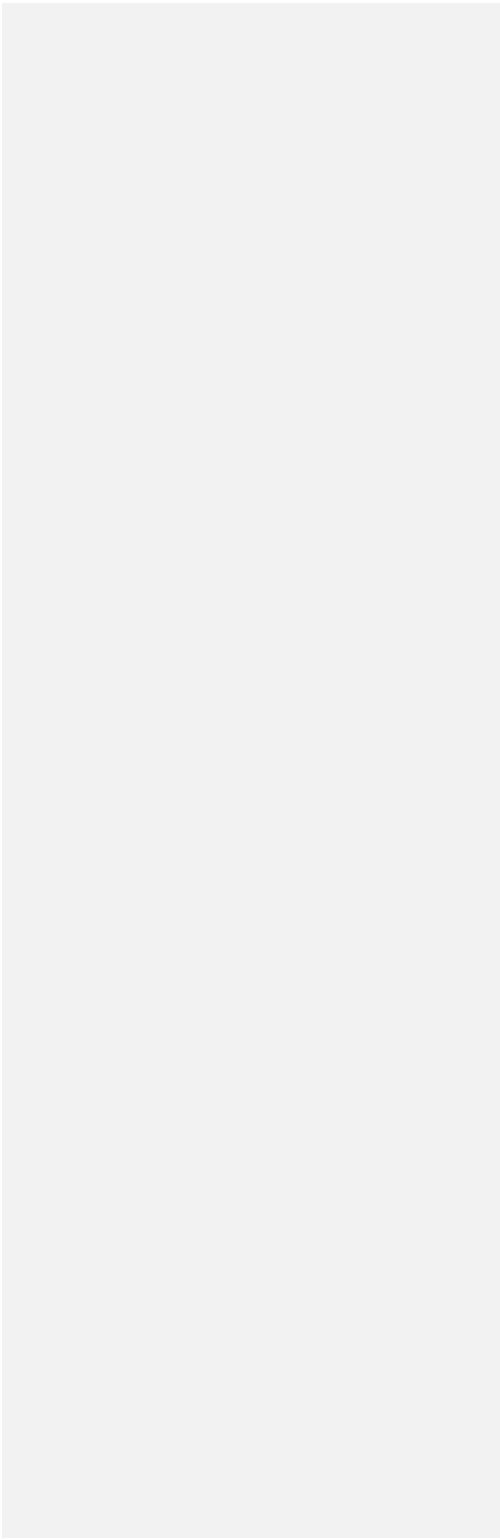
HISTORY:

New	May 15, 1972
Amended	May 12, 1986
Amended	April 1992
Amended	April 2000
Amended	April 2001

Attachment 3

Amended
Amended

March 2002
October 2007



**University Curriculum Committee Addendum
For Faculty Senate Meeting on May 8, 2017**

General Education Recommendations
Revalidation of Math courses – MATH 104, MATH 144, MATH 146, MATH 165

Department Name Change
Architecture and Landscape Architecture changing to School of Architecture and Landscape Architecture

New Programs
Graduate Certificate in Cybersecurity
Minor in Tribal and Indigenous Peoples Studies

Program Changes
B.S., Accounting – change CSCI 116 to MIS 116 and 4 credit hours to 3 credit hours
B.S., Agricultural Systems Management – PSYC 111 dropped as a required course and added an option of CHEM 121L. Also added ABEN 189
B.S., Food Science – change required course ABEN 263 to CFS 430 and add AGRI 189
B.S./B.A., Agricultural Communication – adjusting pre-Comm coursework and selective admission criteria from a minimum grade of B to a 3.0 GPA to reduce course repeats
B.S./B.A., Journalism - adjusting pre-Comm coursework and selective admission criteria from a minimum grade of B to a 3.0 GPA to reduce course repeats
B.S./B.A., Management Communication - adjusting pre-Comm coursework and selective admission criteria from a minimum grade of B to a 3.0 GPA to reduce course repeats
B.S./B.A., Strategic Communication - adjusting pre-Comm coursework and selective admission criteria from a minimum grade of B to a 3.0 GPA to reduce course repeats
Minor in Agricultural Communication – changed and added more electives for greater flexibility
Minor in Journalism – changed elective courses to be consistent with changes in the major
Minor in Management Communication – added two more courses to electives to provide additional options for students
Minor in Strategic Communication – changed elective courses to be consistent with changes in the major and added additional options
B.S., Computer Science – adding courses to the electives list and adding CSCI 189
Ph.D., Developmental Science – changing some of the core courses with newly developed courses, also other changes among core requirements
B.S./B.A., Emergency Management – discontinue the selective admissions initiative, EMGT 410 as capstone course and CSCI 159 as quantitative reasoning
B.S./B.A., English Education Communication option – removal of EDUC 481 for Communication
B.S., Finance - change CSCI 116 to MIS 116 and 4 credit hours to 3 credit hours
M.S., Human Development and Family Science – accelerated B.S. to M.S. proposal
International Studies, second major – adding a transcriptable option of Latin America Area Studies
B.S., Management Information Systems - change CSCI 116 to MIS 116 and 4 credit hours to 3 credit hours
Ph.D., Molecular Pathogenesis – outcomes-based reform of the Microbiology discipline to improve student success and retention
B.S./B.A., Physics standard option – adding a course, reducing credits in one course and change to Senior Project course
B.S./B.A., Psychology – to rearrange the sections on curriculum to clarify the Capstone Experience for students
B.F.A., Theatre Arts Musical Theatre track – removal of two courses from requirements – MUSC 480 and THEA 468
B.S./B.A., Women and Gender Studies – streamlining the major and focusing on taking more WGS courses
Minor in Women and Gender Studies – streamlining the minor to make it more accessible to various majors

New Prefix
College of Business: GBC - Graduate Business Concentration

New Courses				
Subject	No.	Title	Crs.	Effective Term
ANSC	850	Linear Models in Animal Breeding	1	Fall 2017
ANSC	851	Genetic Prediction	1	Fall 2017
ANSC	852	Applied Variance Component Estimation	1	Fall 2017
ANSC	856	Prediction and Control of Inbreeding in Breeding Programs	1	Fall 2017
BIOL	483/683	Cellular Mechanisms of Diseases	3	Summer 2017
CHP	190	Critical Thinking and Academic Success	2	Fall 2017
CJ	665	Women and Minorities in Criminal Justice	3	Fall 2017
CSCI	429	Network Applications and Environments	3	Spring 2018
CSCI	485	Autonomous Command and Artificial Intelligence for Robots and Other Cyber-Physical Systems	3	Summer 2017
HNES	772	Prevention and Health Promotion in Athletic Training	2	Fall 2017
MUSC	706	Graduate Diction Survey II	2	Fall 2017
MUSC	735	Classroom Pedagogy	3	Fall 2017
MUSC	736	Music Theory Pedagogy	3	Fall 2017
MUSC	773	Orff Schulwerk Level III	3	Summer 2017
RNG	737	Agroecosystem Management and Conservation	3	Summer 2017
STAT	852	Longitudinal Data Analysis	3	Spring 2018
VETS	369	Companion Small Mammal and Exotic Animal Health and Husbandry	2	Fall 2017
VETS	369L	Companion Small Mammal and Exotic Animal Health and Husbandry Laboratory	1	Fall 2017

Course Changes								
From:				To:				
Subject	No.	Title	Crs.	Dept	No.	Title	Crs.	Effective Term
CHEM	725	Inorganic Chemistry II	3	CHEM	725	Advanced Survey of Inorganic Chemistry	4	Spring 2018
CHEM	732	Electrochemistry	4	CHEM	732	Advanced Analytical Chemistry	4	Spring 2018
CHEM	759	Intermediate Physical Chemistry	3	CHEM	759	Intermediate Physical Chemistry	4	Fall 2017
CNED	767	Advanced Group Counseling	3	CNED	867	Advanced Group Counseling	3	Summer 2017
CNED	770	Counselor Supervision	3	CNED	870	Counselor Supervision	3	Summer 2017
CNED	779	Quantitative and Survey Research	3	CNED	879	Quantitative and Survey Research	3	Summer 2017
PSYC	489	Honors Thesis	2	PSYC	489	Honors Thesis	1-6	Fall 2017

Change in Prerequisites/Co-Requisites and Change in Bulletin Descriptions				
Subject	No.	Title	Prerequisite/Co-requisite Change	Effective Term
CHEM	725	Advanced Survey of Inorganic Chemistry	Desc: This course is an advanced survey course in Inorganic Chemistry. It emphasizes structure, electronic and magnetic properties, bonding, and symmetry of inorganic compounds, including organometallic and coordination complexes, and their reactivities. Topics also include main-group chemistry, solid-state materials, Lewis acid-base chemistry, oxidation-reduction reactions, and an introduction to physical methods used to probe the properties and track reactions of inorganic compounds. Prereq: none	Spring 2018
CHEM	732	Advanced Analytical Chemistry	Desc: Theoretical basis and application of several modern chemical analysis techniques. The focus will be the application of electrochemistry, chromatography, electrophoresis, and mass spectrometry in the chemical and biochemical analysis. Prereq: none	Spring 2018
CJ	406	Crime and Delinquency	Prereq: Admission to the Criminal Justice professional program. Prereq or Co-req: CJ/POLS 325	Fall 2017
ENGL	225	Introduction to Film	Prereq: none	Fall 2017
MUSC	443	Keyboard Literature	Desc: Survey of keyboard styles, instrumental development, and literature (excluding organ) from the early 14 th century through the 21 st century, with special emphasis on works from 1775-1925. May be repeated.	Fall 2017

Faculty Senate - FYI				
Subject	No.	Title	Crs.	Effective Term
MIS	796	Special Topics – Applied Data Analysis	3	Summer 2017

University Curriculum Committee

Report to Faculty Senate – May 8, 2017

Introduction:

The primary purpose of the University Curriculum Committee's (UCC) is to fulfill the role of shared governance in changes made to the university's curricular requirements. These include changes to curricula, courses, programs and general university requirements. UCC also serves as a major facilitator to coordinate curricular matters among the university's academic divisions/colleges.

Committee responsibilities are:

- a. Developing criteria and procedures for submitting, evaluating, and approving courses, experiences, and program proposals for curriculum and course changes.
- b. Coordinating and recommending actions on proposals for curriculum and course changes that have been received from the colleges.
- c. Overseeing the general education program, including:
 - a. Validating/revalidating courses and experiences to ensure that they are designed in a way that they will meet the general education outcomes they have proposed.
 - b. Coordinating periodic assessment of students' attainment of intended student outcomes in general education.
- d. Requesting the formation of ad hoc Faculty Senate committees to recommend policies for the evaluation of transfer credit, policies for graduation, and make other recommendations as needed, and
- e. Performing other appropriate duties as assigned by the Faculty Senate. (As approved by Faculty Senate: Article IV: Faculty Senate Standing Committees – [Section 14: University Curriculum Committee](#), May 2016)

Hours dedicated per committee member per week:

- 1) UCC holds weekly one hour meetings.
- 2) On average each committee member puts in 4 to 5 hours per week reviewing the materials necessary to make recommendations on the materials under review.

Accomplishments for Spring 2017

- 1) Informed/trained committee members in the proposal review process (new course proposal, general education course proposals, and student petitions). This process took approximately the first 4 to 5 weeks of the spring 2017 semester.
- 2) Established ad hoc committee to create a timeline for reviewing curricular proposals and policies.
 - a) Established timeline for new course proposals submissions (under review at May 8, 2017 Faculty Senate Meeting)
 - b) Established campus wide timeline for revalidating/renewing General Education Courses (still in process; committee is finalizing rubric for submitting new courses and renewing/revalidating existing GE Courses; timeline for submitting GE courses is under review at May 8, 2017 Faculty Senate meeting)
- 3) Collaborated with the Office of Teaching and Learning to develop rubric for GE course proposals.
- 4) Implemented streamline curriculum proposal submission and approval process
 - a) Identified ad hoc committees in reviewing student general education proposals.
 - b) Identified ad hoc committees and/or committee members in reviewing new general education course proposals.
- 5) UCC has reviewed and made recommendations on policies and procedures (examples include: attendance).
- 6) The Office of Registration and Records has worked closely with UCC to implement faculty approved curricular, policy, and procedure changes in a timely and efficient manner.

ERIN H. GILLAM

DEPARTMENT OF BIOLOGICAL SCIENCES
 NORTH DAKOTA STATE UNIVERSITY
 218 STEVENS HALL, FARGO, ND 58102
 OFFICE: (701) 231-9401
 EMAIL: ERIN.GILLAM@NDSU.EDU

PROFESSIONAL EXPERIENCE

2016 – 2017	Visiting Researcher, Max Planck Institute for Ornithology, Seewiesen, Germany
2015 - present	Associate Professor, Department of Biological Sciences, NDSU
2009 - 2015	Assistant Professor, Department of Biological Sciences, NDSU
2007-2008	Postdoctoral fellow, Department of Biology, University of Regina

EDUCATION

Ph.D.	University of Tennessee, Knoxville, TN., Dept. of Ecology and Evolutionary Biology, May 2007. Dissertation Title: “Behavioral and Ecological Variation in the Echolocation of Brazilian Free-Tailed Bats, <i>Tadarida brasiliensis</i> ”
B.Sc.	University of Maryland, College Park, MD., Biology Honors, May 2001

TEACHING EXPERIENCE

Fall 2014, Sum 15-16	Instructor, <u>Animal Behavior (Online)</u> , (30 students) NDSU
Fall 2013, 2015	Instructor, <u>Advanced Animal Behavior</u> (20 grad students), NDSU
Fall 2010-2012	Instructor, <u>Animal Behavior</u> , (125 students) NDSU
Spring 2009-12, 14-16	Instructor, <u>Wildlife Ecology and Management (40 students)</u> , NDSU
Spring 2008	Instructor, <u>Vertebrate Biology (10 students)</u> , U of Regina
Fall 2007, 2008	Instructor, <u>Introductory Biology for Majors (24 students)</u> , U of Regina

MENTORING

-
- Four graduate students that have completed their degrees (3 Ph.D., 1 M.Sc.)
 - Three current graduate students (1 Ph.D., 2 M.Sc.)
 - 20+ undergraduate assistants have worked in my laboratory since 2009
 - Graduate committee member for students in Bio Sciences, NRM, ECS, and Entomology

PUBLICATIONS (FIVE RECENT OF 31 TOTAL PEER-REVIEWED PUBS AND TWO BOOK CHAPTERS)

-
- JJ Nelson and **EH Gillam**. Selection of foraging habitat by female little brown bats (*Myotis lucifugus*). *gyw181*. DOI: 10.1093/jmammal/gyw181
- PR Barnhart and **EH Gillam**. Understanding peripheral bat populations using maximum-entropy suitability modeling. *PLoS ONE*. 11(12): e0152508
- EH Gillam** and BK Montero. 2015. Influence of call structure on the jamming avoidance response (JAR) of echolocating bats. *Journal of Mammalogy*. DOI: 10.1093/jmammal/gyv147
- BK Montero and **EH Gillam**. 2015. Behavioral strategies associated with using an ephemeral roosting resource in Spix's disc-winged bat. *Animal Behaviour*. 108: 81-89

G Chaverri and **EH Gillam**. 2015. Repeatability in the contact calling system of Spix's disc-winged bat (*Thyroptera tricolor*). Royal Society Open Science 2(1): 140197

GRANTS, CONTRACTS AND AWARDS (*Co-PIs and project titles not provided for brevity*)

2017	National Park Service. \$24,530.
2016	North Dakota Department of Agriculture. \$131,040.
2014	USDA NIFA Tribal Colleges Research Grants Program. \$200,000.
2012	NDSU Advance FORWARD Lab Renovation Grant. \$60,000.
2012	North Dakota Game and Fish Department State Wildlife Grant \$134,866.
2012	USDA NIFA Tribal Colleges Research Grants Program. \$59,916.
2011	NDSU Advance FORWARD Course Release Grant. \$6,500.
2010	NDSU Advance FORWARD Leap Grant. \$30,000.
2010-2012	USDA-APHIS-WS. \$69,871.
2009	North Dakota Game and Fish Department State Wildlife Grant. \$109,036.
2009	NDSU Advance FORWARD Travel Grant. \$1,300.
2009	Environmental and Conservation Sciences Seed Grant. \$7,000.

RECENT PROFESSIONAL SERVICE

2016-2017	Invited seminars at Max Planck Institute for Ornithology and Tel-Aviv University
2014 – present	Secretary and Member of the Board of Directors of the North American Society for Bat Research (NASBR)
2014 – present	Chair of the North American Society for Bat Research (NASBR) Spallanzani Award Committee
2013-2016	Member of the North Dakota State University Faculty Senate

PUBLIC OUTREACH

2014 – 2016	Serve as the social media coordinator for the Department of Biological Sciences at NDSU
2015	Gave public bat talks at two state parks in North Dakota.
2012	Gave a Science Café Presentation on April 10, 2012 entitled “Beauty and the Bat: Tales from Life’s Only Flying Mammal”
2012	Participated in the Expanding Your Horizons program by offering a class about the life of a field ecologist to 6 th -8 th grade girls.
2011-2012	Participated in the Faculty in Residence Education program
2009-2014	Assisted with planning the annual Darwin Day celebration at NDSU
2009	Bat talks to the general public at Turtle River State Park and Theodore Roosevelt National Park
1999-2015	30+ talks to elementary school students about bat biology and conservation, in the context of how science works

FLORIN D. SALAJAN

North Dakota State University • School of Education
1400 Centennial Boulevard, FLC 210A • Fargo, ND 58105
Phone: 701.231.5674 • E-mail: florin.salajan@ndsu.edu

EDUCATION

Teachers College, Columbia University Ed.D.: International Educational Development Dissertation: “Problems and Possibilities of Integrating ICT in European Union’s Higher Education: Perceptions of People Inside and Outside the European Commission’s eLearning Programmes” Committee: Robert McClintock, Frank Moretti, Gita Steiner-Khamsi and Hope Leichtner	New York, NY 2007
Teachers College, Columbia University Ed.M.: International Educational Development Thesis: “Challenges in the Future of Educational Technology in the European Union” Adviser: Gita Steiner-Khamsi	New York, NY 2002
Georgia College & State University M.Ed.: Educational Technology	Milledgeville, GA 2000
Georgia College & State University B.Sc.: Health and Physical Education (Magna Cum Laude)	Milledgeville, GA 1998
National University of Physical Education and Sports B.A.: Physical Education and Sports (Summa Cum Laude)	Bucharest, Romania 1994

TEACHING AND PROFESSIONAL EXPERIENCE

North Dakota State University <i>Associate Professor</i> <i>Assistant Professor</i>	Fargo, ND August 2016-Present August 2010-August 2016
University of Toronto - Ontario Institute for Studies in Education <i>Visiting Scholar</i>	Toronto, ON November 2009-July 2010
University of Toronto - Faculty of Dentistry <i>Academic Technologist/Researcher/Project Manager</i>	Toronto, ON May 2006-April 2010
University of Toronto at Mississauga Library <i>Research & Reference Technician</i>	Mississauga, ON June 2004-May 2006
Columbia University - Council for European Studies <i>Web Designer</i>	New York, NY Sept 2002-Jul 2005
Columbia University - Center for New Media Teaching and Learning <i>Graduate Assistant</i>	New York, NY Sept 2000-Dec 2003
NCREST - Teachers College, Columbia University <i>Graduate Assistant/Technology Staff Developer</i>	New York, NY Jan 2003-Aug 2003
Baldwin County Board of Education <i>Technology Consultant</i>	Milledgeville, GA May-Sept 2000, 2001, 2002
Georgia College & State University - International Education Center <i>Graduate Assistant</i>	Milledgeville, GA Mar 1998-May 2000
Sports Curriculum High School <i>Teacher/Track and Field Coach</i>	Satu Mare, Romania July 1994-Sept 1995

REFEREED PUBLICATIONS

- Salajan, F.D.**, Duffield, S.K., Glava, A.E., & Glava, C.C. (2016). A comparative study of two pre-service teacher preparation programmes in the USA and Romania. *Compare*. doi:10.1080/03057925.2016.124695
- Salajan, F.D.**, & Roumell, E.A. (2016). Two decades of e-learning policy evolution at European Union level: Motivations, institutions and instruments. *European Journal of Education*, 51(3), 391-407. doi:10.1111/ejed.12144
- Salajan, F.D.**, Nyachwaya, J.M., Hoffman, J.G., & Hill, B.D. (2016). Improving teacher candidates' lesson planning competencies through peer review in a wiki environment. *The Teacher Educator*, 51(3), 185-210. doi:10.1080/08878730.2016.1153179
- Roumell, E.A., & **Salajan, F.D.** (2016). The evolution of U.S. e-learning policy: A content analysis of the national educational technology plans. *Educational Policy*, 30(2), 365-397. doi:10.1177/0895904814550070
- Salajan, F.D.**, Welch, A.G., Ray, C.M., & Peterson, C.M. (2015). The role of peer influence and perceived quality of teaching in faculty acceptance of web-based learning management systems. *International Journal on E-Learning*, 14(4), 487-524. <http://www.editlib.org/p/48018/>
- Salajan, F.D.**, Mount, G.J., & Prakki, A. (2015). An assessment of students' perceptions of learning benefits stemming from the design and instructional use of a Web3D atlas. *Electronic Journal of E-Learning*, 13(2), 120-137. <http://www.ejel.org/issue/download.html?idArticle=400>
- Roumell Erichsen, E.A., & **Salajan, F.D.** (2014). A comparative analysis of e-learning policy formulation in the European Union and the United States: Discursive convergence and divergence. *Comparative Education Review*, 58(1), 135-165. doi:10.1086/674095
- Salajan, F.D.**, & Chiper, S. (2013). Romanian higher education as a facilitator of Romania's continued formal and informal Europeanization. *European Journal of Higher Education*, 3(4), 384-401. doi:10.1080/21568235.2013.850922
- Salajan, F.D.** (2013). Policy formulation and networks of practice in European eLearning: The programmatic emergence of a European E-Learning Area. *European Journal of Education*, 48(2), 292-310. doi:10.1111/ejed.12031
- Salajan, F.D.**, & Chiper, S. (2012). Value and benefits of European student mobility for Romanian students: Experiences and perspectives of participants in the ERASMUS Programme. *European Journal of Higher Education*, 2(4), 403-422. doi:10.1080/21568235.2012.737999
- Salajan, F.D.**, & Mount, G.J. (2012). Leveraging the power of web 2.0 tools: A wiki platform as a multimedia teaching and learning environment in dental education. *Journal of Dental Education*, 76(4), 427-436. <http://www.jdentaled.org/content/76/4/427>
- Salajan, F.D.**, Schönwetter, D., & Cleghorn, B. (2010). Student and faculty inter-generational digital divide: Fact or fiction? *Computers & Education*, 55(3), 1393-1403. doi:10.1016/j.compedu.2010.06.017
- Laing Gibbard, L., & **Salajan, F.D.** (2009). A novel interactive online module in a traditional curriculum through a blended learning approach. *Electronic Journal of E-Learning*, 7(3), 301-308. <http://www.ejel.org/issue/download.html?idArticle=109>
- Salajan, F.D.**, Perschbacher, S., Cash, M., Talwar, R., El-Badrawy, W., & Mount, G. (2009). Learning with web-based interactive objects: An investigation into student perceptions of effectiveness. *Computers & Education*, 53(3), 632-643. doi:10.1016/j.compedu.2009.04.006
- Salajan, F.D.** (2008). The rise of the European information society amongst European academics. *European Journal of Education*, 43(4), 457-475. doi:10.1111/j.1465-3435.2008.00369.x

Salajan, F.D., & Mount, G. (2008). University of Toronto's dental school shows "new teeth:" Moving towards online instruction. *Journal of Dental Education*, 72(5), 534-544.
<http://www.jdentaled.org/content/72/5/532>

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Salajan, F.D. (2007). The European Union in a changing world: Globalizer or globalized? *The Romanian Economic Journal*, 10(25), 160-176. <http://www.rejournal.eu/article/european-union-changing-world-globalizer-or-globalized>

SELECTED PROFESSIONAL ACTIVITIES

Expert Evaluator for Lifelong Learning Programme and Erasmus+ Programme, European Commission, Education, Audiovisual and Culture Executive Agency, Brussels, Belgium, 2015-present

Reviewer, *Comparative Education Review*; *European Journal of Education*; *The Teacher Educator*; *Computers & Education*; *Journal of Computer Assisted Learning*; *Canadian Journal of Education*; *Journal of Online Teaching and Learning*; *Journal of Dental Education* (computer-assisted learning topics); *Electronic Journal of E-Learning*; *International Journal of Education and Learning*; *Journal of Public Administration and Policy Research*

Reviewer, *International Conference on E-Learning*; *European Conference on E-Learning*; *ED-MEDIA - World Conference on Educational Multimedia*; *Hypermedia & Telecommunications*; *E-Learn - World Conference on E-Learning in Corporate, Government, Healthcare & Higher Education*

Editor, *Proceedings of the 4th International Conference on E-Learning*, University of Toronto, Canada, July 16-17, 2009

Guest Editor, *Electronic Journal of E-Learning*, 2009-2010.

SELECTED UNIVERSITY SERVICE

NDSU Faculty Senate, Member, 2016-present

Institutional Review Board, Member, 2015-present

Grade Appeals Board, Member, 2015-2016

School of Education Promotion and Tenure Committee, Member, 2016-present

PROFESSIONAL MEMBERSHIPS

Comparative and International Education Society, Member, 2015-present

EDUCAUSE, Member, 2007-present

EDEN, European Distance and E-Learning Network, Member, 2006-present.

International Association for Technology, Education and Development, Member, 2006-present.

Kappa Delta Pi International Honor Society in Education, 1997-present.

SR-11-17

A Resolution Against the Use of External Online Assessment Programs

WHEREAS, the rising cost of tuition and textbooks puts a heavy financial burden on students and the additional cost of access codes for external assessment programs adds to this burden, and

WHEREAS, in a survey conducted by Student Government, 62% of students were required to purchase an access code for at least one class this semester, and

WHEREAS, coursework done in many classes using external online assessment programs contributes little to the final grade in a class, and

WHEREAS, in the aforementioned survey, 86% of students felt Blackboard was just as good or better than external online assessment programs, and

WHEREAS, students are paying extra costs for online programs that do not enhance their educational experience, so be it

RESOLVED, NDSU Student Senate opposes the requirement of access codes in courses that could use Blackboard as a means of assessment.

Respectfully Submitted,

Calla Harper

Senator | Residence Halls

Brendan Curran

Senator | Vice Chair

Briana Heskin

Senator | Business

Resolution to Support Gender Diversity and Inclusion

Whereas, North Dakota State University is an equal opportunity institution that supports the protection of diverse populations as stated in the NDSU Equal Opportunity and Non-discrimination Policy and is committed to improving the climate for diverse groups, and

Whereas, NDSU added “gender identity and expression” to our nondiscrimination policy, Section 100 of the NDSU Policy manual, in an effort to be a more fully inclusive campus, and

Whereas, the availability of available restrooms is necessary for a productive learning environment for all people, and

Whereas, NDSU has the opportunity to demonstrate our commitment to improving the climate for gender diverse groups

Therefore, be it resolved that the NDSU Faculty Senate supports the full inclusion of transgender and gender diverse students in all aspects of the NDSU community,

Be it further resolved, that the NDSU Faculty Senate supports transgender and gender diverse students’ right to use the restroom and related facilities that reflect their gender identities,

Be it further resolved, that the NDSU Faculty Senate opposes the Justice and Education departments recent decision to reverse guidance that required Title IX to protect the right of transgender and gender diverse students to use restrooms and locker rooms that match their gender identities.

Katie,

The Faculty Senate Committee to Review Policy 352 has formulated draft revisions to the PTE evaluation criteria (Sec. 3.1) for promotion from associate to full professor (please see appended). The general intent is to provide more flexibility and to encourage applications for promotion to full. As you know, the current policy states that "candidates for promotion to the rank of full professor shall be evaluated by the criteria in effect at the time of application." One proposed revision would address the "moving target" issue by allowing candidates to choose to be evaluated by the criteria in effect at the time of the previous promotion, if the application is made within eight years. A second proposed revision would allow candidates who apply more than eight years after the previous promotion to choose to be evaluated based on work completed in the most recent eight years, rather than on their entire post-promotion record. This change might motivate faculty who have been at the associate rank for more than eight years, and whose research productivity may have temporarily declined (e.g., due to change of research focus, heavy teaching/service load, child birth/adoption, illness/disability), to apply for promotion, especially in units/colleges that quantify the expected average publication rate.

Our committee would like to request feedback from the Faculty Senate on these proposed revisions.

Thanks for your consideration.

Alan Denton

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Proposed Revision to Policy 352 (changes highlighted):

3. COLLEGE AND DEPARTMENTAL PROMOTION, TENURE, POST-TENURE, AND EVALUATION CRITERIA

3.3 For probationary faculty, and for non-tenure-line faculty at the assistant rank, the basis for review of the candidate's portfolio and any recommendations on promotion and/or tenure shall be the promotion and tenure guidelines and criteria of the academic unit that were provided to the candidate at the time of the candidate's appointment to the position. The dean or director of the college or equivalent unit has the responsibility to provide to the appointee these documents, as well as a position description, contract, or other document that constitutes a tenure or work plan. Tenured and non-tenure-line candidates for promotion to the rank of full professor may choose to be evaluated by the criteria in effect at the time of the previous promotion, if the application is made within eight years of the previous promotion. Thereafter, candidates shall be evaluated by the criteria in effect at the time of application. Candidates applying for promotion to the rank of full professor more than eight years after the previous promotion may choose to be evaluated based on work completed in the eight years immediately prior to applying rather than on their entire post-promotion record.

**University Curriculum Committee Addendum
For Faculty Senate Meeting on May 8, 2017**

General Education Recommendations
Revalidation of Math courses – MATH 104, MATH 144, MATH 146, MATH 165

Department Name Change
Architecture and Landscape Architecture changing to School of Architecture and Landscape Architecture

New Programs
Graduate Certificate in Cybersecurity
Minor in Tribal and Indigenous Peoples Studies

Program Changes
B.S., Accounting – change CSCI 116 to MIS 116 and 4 credit hours to 3 credit hours
B.S., Agricultural Systems Management – PSYC 111 dropped as a required course and added an option of CHEM 121L. Also added ABEN 189
B.S., Food Science – change required course ABEN 263 to CFS 430 and add AGRI 189
B.S./B.A., Agricultural Communication – adjusting pre-Comm coursework and selective admission criteria from a minimum grade of B to a 3.0 GPA to reduce course repeats
B.S./B.A., Journalism - adjusting pre-Comm coursework and selective admission criteria from a minimum grade of B to a 3.0 GPA to reduce course repeats
B.S./B.A., Management Communication - adjusting pre-Comm coursework and selective admission criteria from a minimum grade of B to a 3.0 GPA to reduce course repeats
B.S./B.A., Strategic Communication - adjusting pre-Comm coursework and selective admission criteria from a minimum grade of B to a 3.0 GPA to reduce course repeats
Minor in Agricultural Communication – changed and added more electives for greater flexibility
Minor in Journalism – changed elective courses to be consistent with changes in the major
Minor in Management Communication – added two more courses to electives to provide additional options for students
Minor in Strategic Communication – changed elective courses to be consistent with changes in the major and added additional options
B.S., Computer Science – adding courses to the electives list and adding CSCI 189
Ph.D., Developmental Science – changing some of the core courses with newly developed courses, also other changes among core requirements
B.S./B.A., Emergency Management – discontinue the selective admissions initiative, EMGT 410 as capstone course and CSCI 159 as quantitative reasoning
B.S./B.A., English Education Communication option – removal of EDUC 481 for Communication
B.S., Finance - change CSCI 116 to MIS 116 and 4 credit hours to 3 credit hours
M.S., Human Development and Family Science – accelerated B.S. to M.S. proposal
International Studies, second major – adding a transcriptable option of Latin America Area Studies
B.S., Management Information Systems - change CSCI 116 to MIS 116 and 4 credit hours to 3 credit hours
Ph.D., Molecular Pathogenesis – outcomes-based reform of the Microbiology discipline to improve student success and retention
B.S./B.A., Physics standard option – adding a course, reducing credits in one course and change to Senior Project course
B.S./B.A., Psychology – to rearrange the sections on curriculum to clarify the Capstone Experience for students
B.F.A., Theatre Arts Musical Theatre track – removal of two courses from requirements – MUSC 480 and THEA 468
B.S./B.A., Women and Gender Studies – streamlining the major and focusing on taking more WGS courses
Minor in Women and Gender Studies – streamlining the minor to make it more accessible to various majors

New Courses				
Subject	No.	Title	Crs.	Effective Term
ANSC	850	Linear Models in Animal Breeding	1	Fall 2017
ANSC	851	Genetic Prediction	1	Fall 2017
ANSC	852	Applied Variance Component Estimation	1	Fall 2017
ANSC	856	Prediction and Control of Inbreeding in Breeding Programs	1	Fall 2017
BIOL	483/683	Cellular Mechanisms of Diseases	3	Summer 2017
CHP	190	Critical Thinking and Academic Success	2	Fall 2017
CJ	665	Women and Minorities in Criminal Justice	3	Fall 2017
CSCI	429	Network Applications and Environments	3	Spring 2018
CSCI	485	Autonomous Command and Artificial Intelligence for Robots and Other Cyber-Physical Systems	3	Summer 2017
HNES	772	Prevention and Health Promotion in Athletic Training	2	Fall 2017
MUSC	706	Graduate Diction Survey II	2	Fall 2017
MUSC	735	Classroom Pedagogy	3	Fall 2017
MUSC	736	Music Theory Pedagogy	3	Fall 2017
MUSC	773	Orff Schulwerk Level III	3	Summer 2017
RNG	737	Agroecosystem Management and Conservation	3	Summer 2017
STAT	852	Longitudinal Data Analysis	3	Spring 2018
VETS	369	Companion Small Mammal and Exotic Animal Health and Husbandry	2	Fall 2017
VETS	369L	Companion Small Mammal and Exotic Animal Health and Husbandry Laboratory	1	Fall 2017

Course Changes								
From:				To:				
Subject	No.	Title	Crs.	Dept	No.	Title	Crs.	Effective Term
CHEM	725	Inorganic Chemistry II	3	CHEM	725	Advanced Survey of Inorganic Chemistry	4	Spring 2018
CHEM	732	Electrochemistry	4	CHEM	732	Advanced Analytical Chemistry	4	Spring 2018
CHEM	759	Intermediate Physical Chemistry	3	CHEM	759	Intermediate Physical Chemistry	4	Fall 2017
CNED	767	Advanced Group Counseling	3	CNED	867	Advanced Group Counseling	3	Summer 2017
CNED	770	Counselor Supervision	3	CNED	870	Counselor Supervision	3	Summer 2017
CNED	779	Quantitative and Survey Research	3	CNED	879	Quantitative and Survey Research	3	Summer 2017
PSYC	489	Honors Thesis	2	PSYC	489	Honors Thesis	1-6	Fall 2017

Change in Prerequisites/Co-Requisites and Change in Bulletin Descriptions				
Subject	No.	Title	Prerequisite/Co-requisite Change	Effective Term
CHEM	725	Advanced Survey of Inorganic Chemistry	Desc: This course is an advanced survey course in Inorganic Chemistry. It emphasizes structure, electronic and magnetic properties, bonding, and symmetry of inorganic compounds, including organometallic and coordination complexes, and their reactivities. Topics also include main-group chemistry, solid-state materials, Lewis acid-base chemistry, oxidation-reduction reactions, and an introduction to physical methods used to probe the properties and track reactions of inorganic compounds. Prereq: none	Spring 2018
CHEM	732	Advanced Analytical Chemistry	Desc: Theoretical basis and application of several modern chemical analysis techniques. The focus will be the application of electrochemistry, chromatography, electrophoresis, and mass spectrometry in the chemical and biochemical analysis. Prereq: none	Spring 2018
CJ	406	Crime and Delinquency	Prereq: Admission to the Criminal Justice professional program. Prereq or Co-req: CJ/POLS 325	Fall 2017
ENGL	225	Introduction to Film	Prereq: none	Fall 2017
MUSC	443	Keyboard Literature	Desc: Survey of keyboard styles, instrumental development, and literature (excluding organ) from the early 14 th century through the 21 st century, with special emphasis on works from 1775-1925. May be repeated.	Fall 2017

Faculty Senate - FYI				
Subject	No.	Title	Crs.	Effective Term
MIS	796	Special Topics – Applied Data Analysis	3	Summer 2017